

How to run the 1099R

Transaction Code:
PU19

Purpose Use this procedure when you need to create a 1099R.

Trigger Use this procedure as needed for 1099R validation purposes.

Prerequisites The 1099R process is **only** for the **Board of Volunteer Firefighters** (Pers. Area 2201)

End User Roles Tax Processor Role.

Change History	Change Description
11/8/2011	Created

Menu Path Human Resources → Americas → USA → Subsequent activities Period-Independent → Payroll supplement → PU19 Tax Reporter

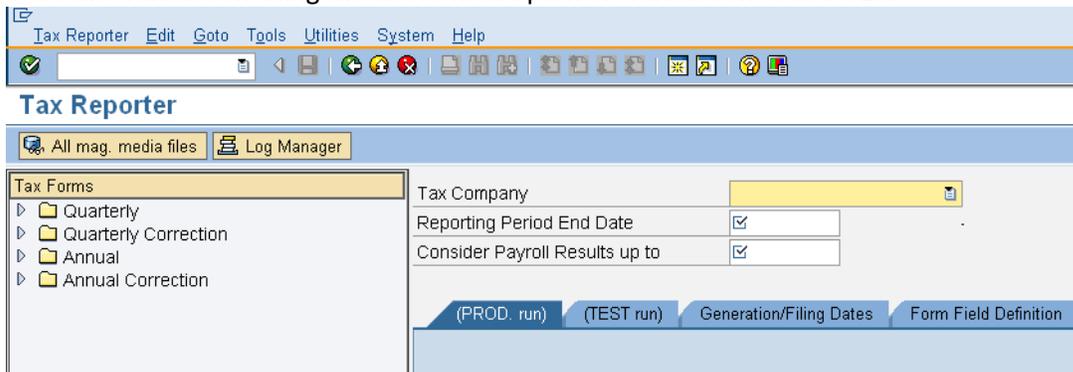
Transaction Code PU19

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

IF	GOTO
To reprint a 1099R	Step 20

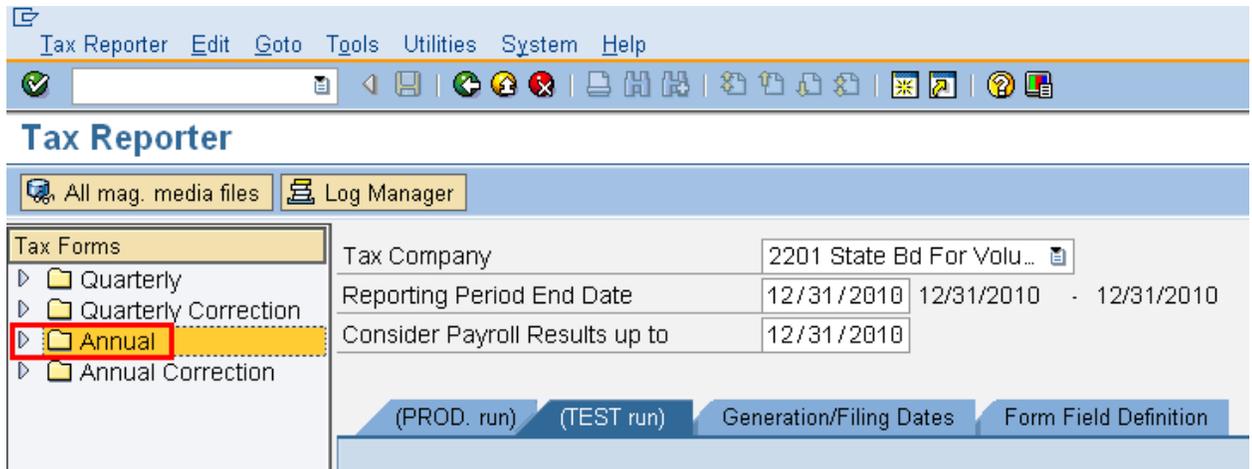
1. Start the transaction using the above menu path or transaction code **PU19**.



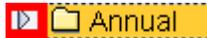
2. Complete the following fields:

Field Name	R/O/C	Description
Tax Company	R	<p>Select your agency's Tax Company ID.</p> <p> Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 2201 (Board of Volunteer Firefighters)</p>
Reporting Period End Date	R	<p>The Reporting Period End Date.</p> <p>Example: 12/31/2010</p>
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p> <p> Enter the Quarter End Date. (Using the same format above.)</p>

		Example: 12/31/2010
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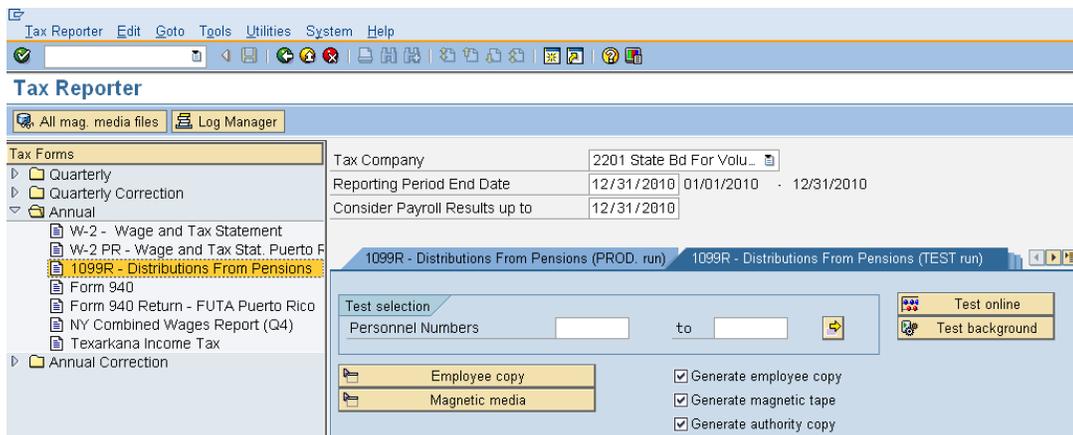
3. Click the arrow in front of the *Annual Folder*:



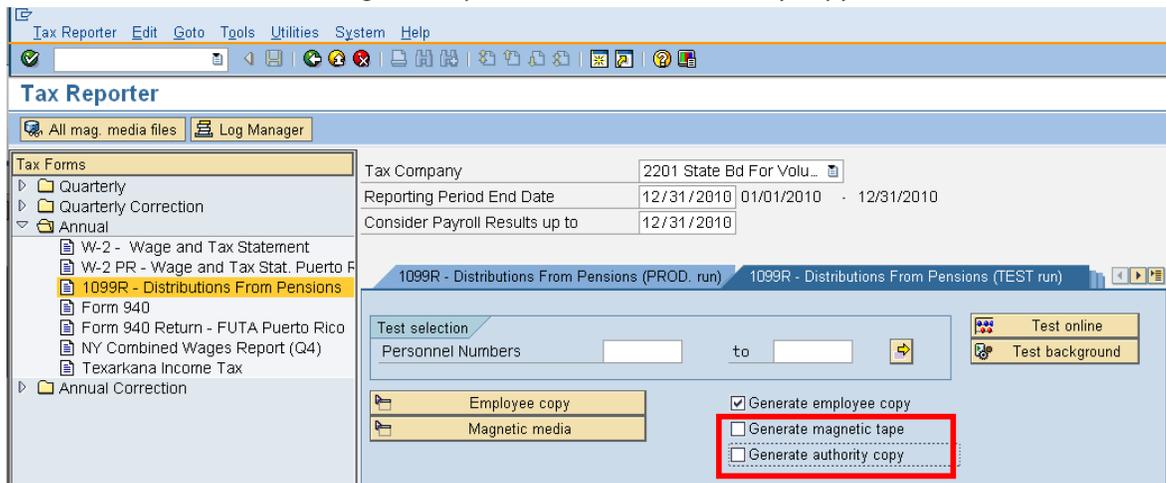
4. Click **1099R - Distributions From Pensions**

5. Select the **1099R - Distributions From Pensions (TEST run)** tab

Note: Prior to executing any form in the Tax Reporter, review the Tax Reporter Log Manager to see if the form has already been run within the past seven days

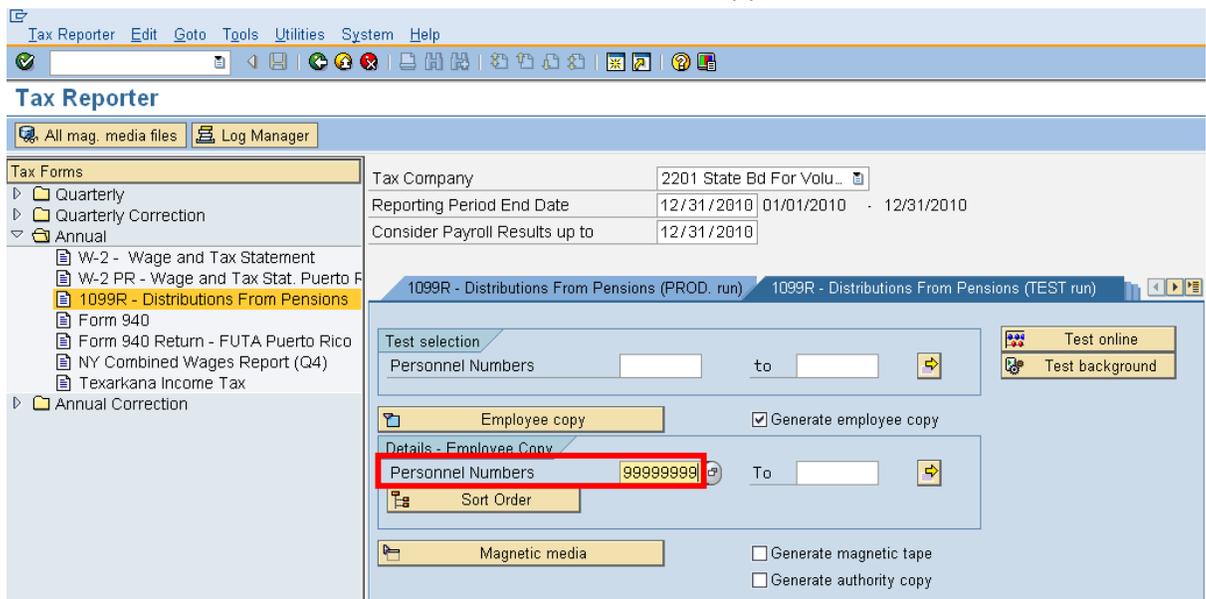


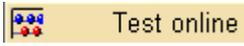
6. Uncheck *Generate magnetic tape* and *Generate authority copy*



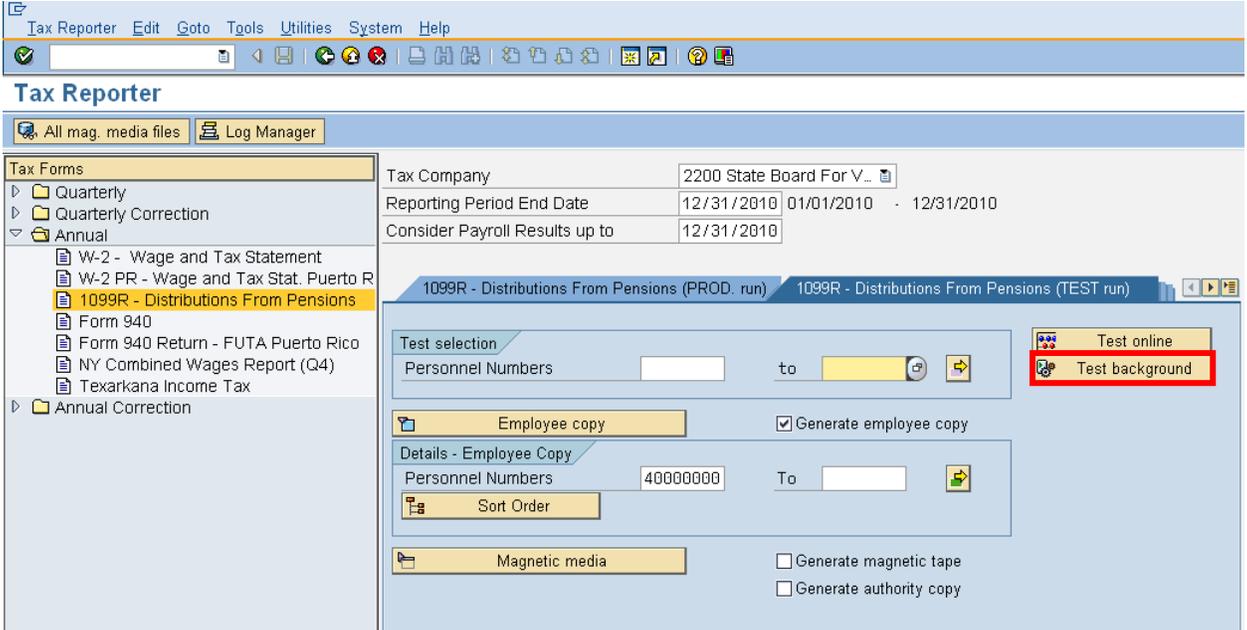
7. Click  Employee copy

8. Under **Details - Employee Copy** enter the Personnel Number(s)



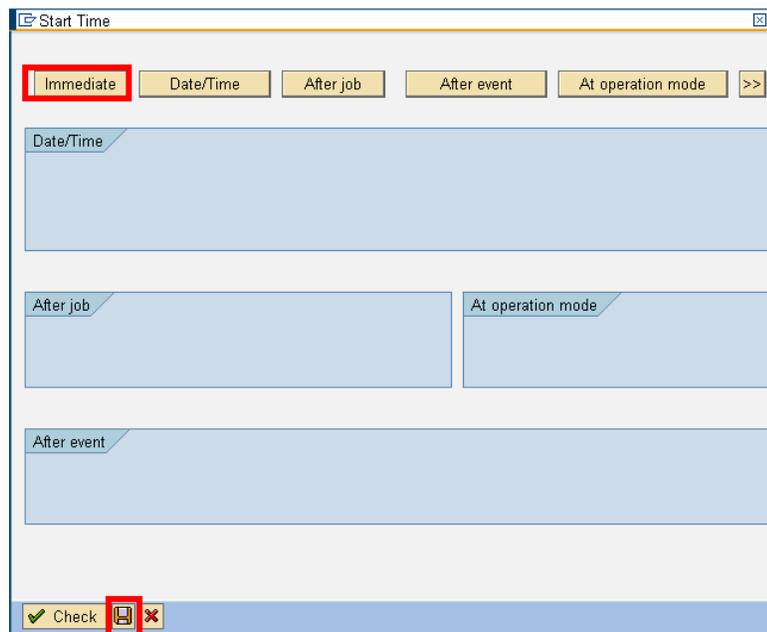
 If you are running this for **one** or **two** employees click  Test online

 If you are running this for **multiple** employees click  **Test background**



9. Once you click **Test background** you will receive the **Start Time** pop-up screen.

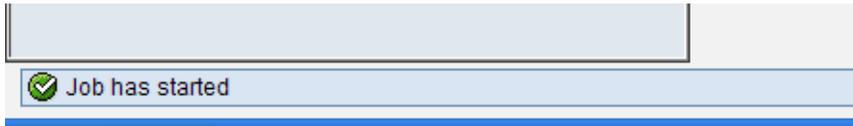
10. Click **Immediate**



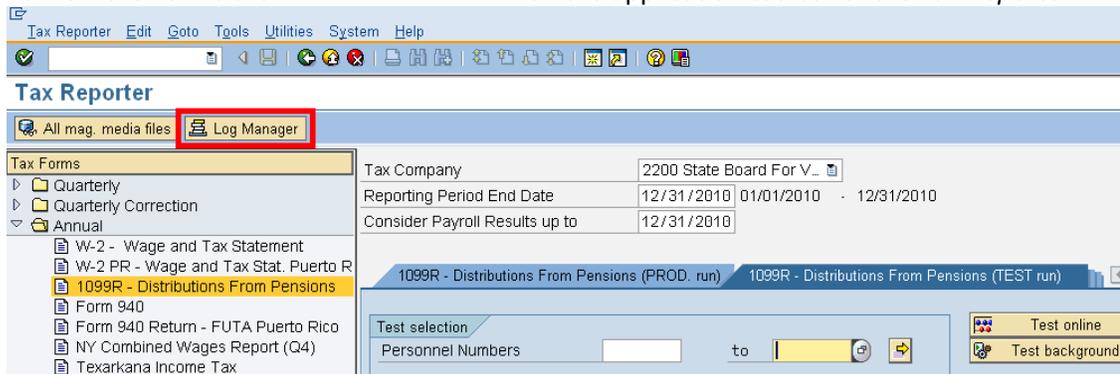
11.

12. Click  save

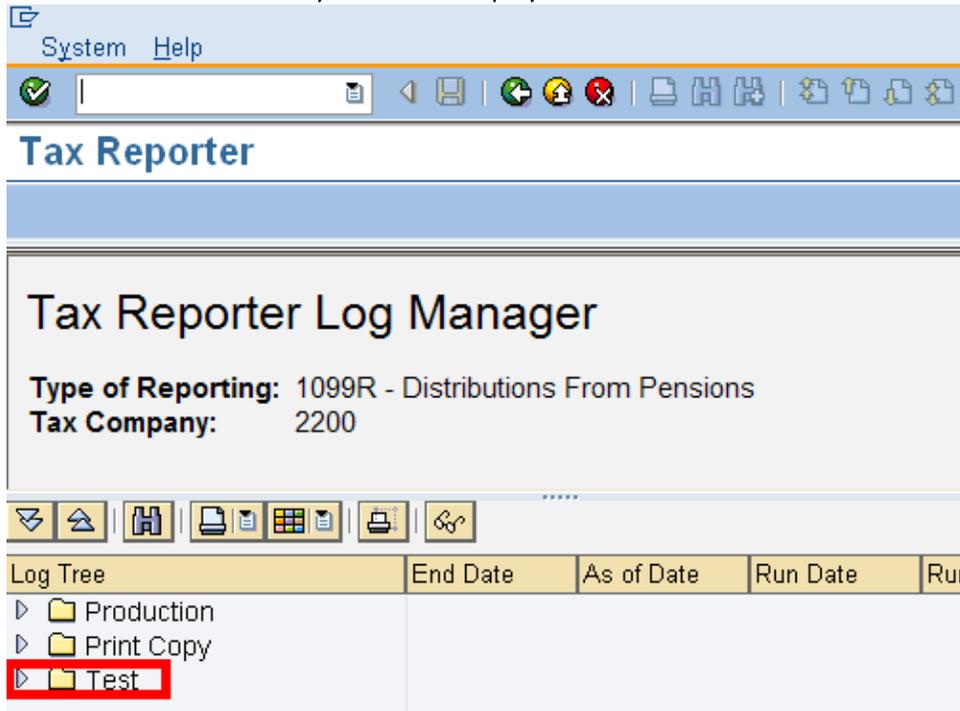
Note: The status bar will display the message “Job has Started”



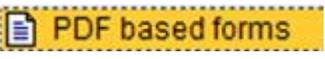
13. To view the Forms click  on the application toolbar of the *Tax Reporter*



14. To view the Forms, click on the folder to the **left** of the **Test** folder. To access the form, click on the arrow next to the run you wish to display



15. Select the  Selection criteria / Output

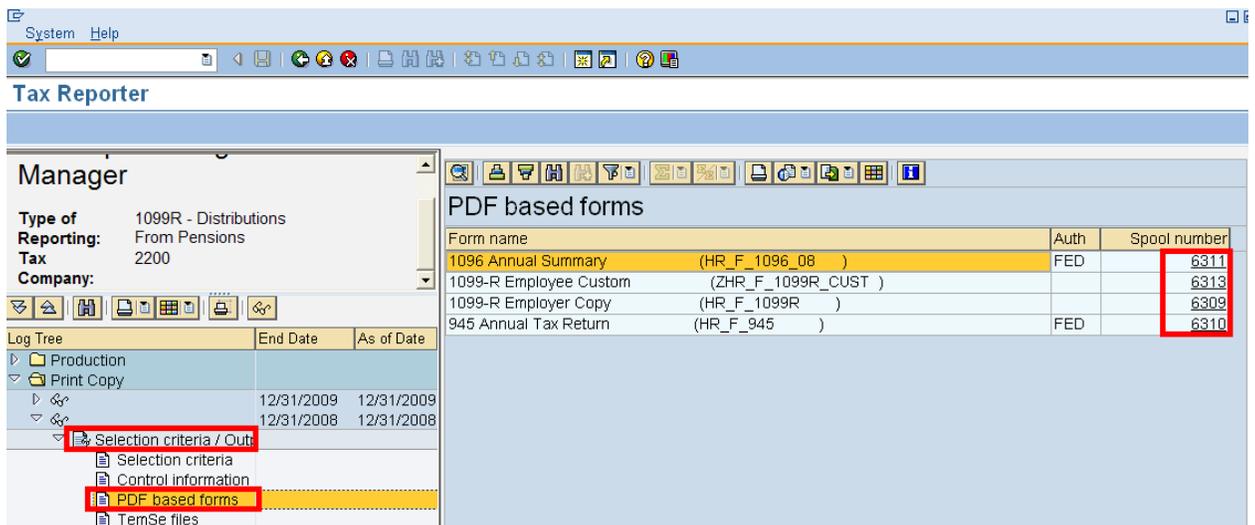
16. Click  PDF based forms to open the PDF based forms.

17. Click the spool number to view:



Reports generated for 1099R process:

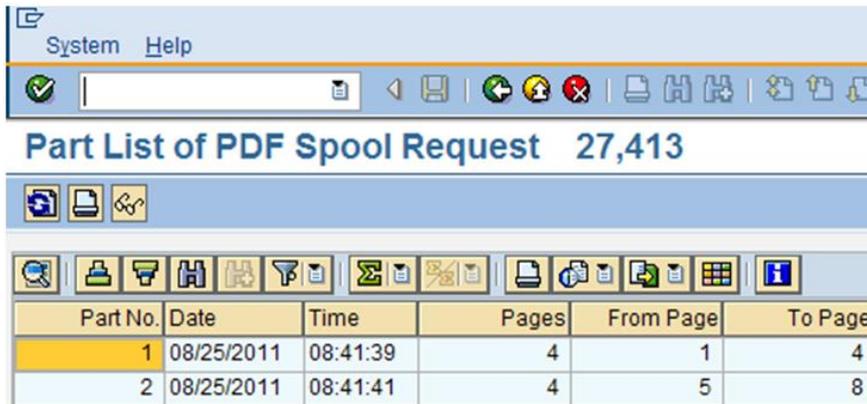
- **HR_F_1096_09:** 1096 Annual Summary and Transmittal of U.S. Information Returns. (Delivered SAP Form with total dollar amounts).
- **ZHR_F_1099R_CUST:** 1099R Employee Custom CCYY (Customized from with SOW notice to recipient)
- **HR_F_1099R:** 1099R Employer Copy (Delivered SAP Form)
- **HR_F_945_09:** 945 Annual Tax Return (Delivered SAP form with total dollar amounts)



The screenshot shows the SAP Tax Reporter interface. On the left, the 'Log Tree' pane shows a hierarchy where 'Selection criteria / Out:' is selected, and 'PDF based forms' is highlighted. The main area displays a table of PDF based forms with columns for Form name, Auth, and Spool number. The 'Spool number' column has values 6311, 6313, 6309, and 6310, which are highlighted with red boxes. The 'Auth' column has 'FED' for the first and last rows.

Form name	Auth	Spool number
1096 Annual Summary (HR_F_1096_08)	FED	6311
1099-R Employee Custom (ZHR_F_1099R_CUST)		6313
1099-R Employer Copy (HR_F_1099R)		6309
945 Annual Tax Return (HR_F_945)	FED	6310

18. The spool will display:

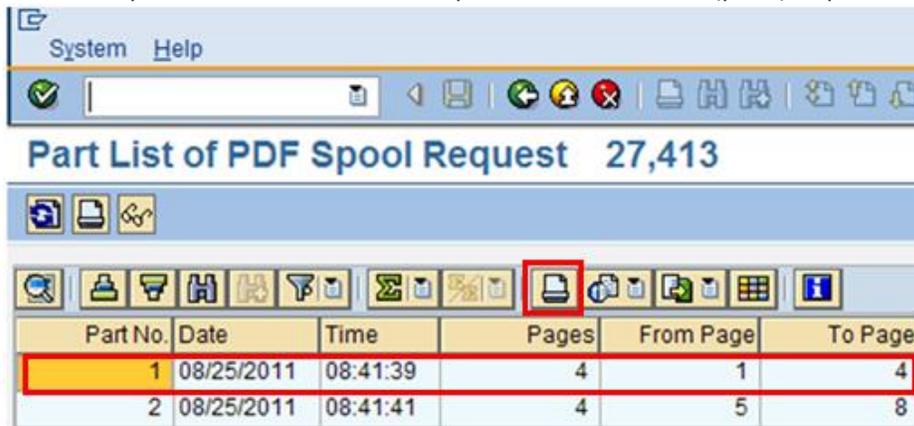


Tip: There are two ways to open the forms.

1. Highlight the line to display and click  (display)
2. Double click on the line to view.

Tip: There are two ways to print the forms.

1. From the spool file select the Form to print, the click  (print) to print.



2. While viewing the form, clicking the  (print)

PAYER'S name, street address, city, state, and ZIP code State Bd For Volunteer Firefighters PO Box 114 Olympia WA 98507-0114		1 Gross distribution \$ 3600.00	OMB No. 1545-0119 2010 Form 1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2010 General Instructions for Certain Information Returns.
PAYER'S federal identification number 91-6017357		2a Taxable amount \$ 3600.00	2b Taxable amount not determined <input type="checkbox"/>	
RECIPIENT'S identification number 123-45-6789		3 Capital gain (included in box 2a) \$	4 Federal income tax withheld \$ 50.00	
RECIPIENT'S name HRD 700 Validation 00218055		5 Employee contributions or insurance premiums \$	6 Net unrealized appreciation in employer's securities \$	
Street address (including apt. no.) 123 SAP Way		7 Distribution code(s) 7	8 Other \$	
City, state, and ZIP code WALLA WALLA WA 99362		9a Your percentage of total distribution %	9b Total employee contributions \$	
1st year of desig. Roth contrib.		10 State tax withheld \$	11 State/Payer's state no.	12 State distribution \$
Account number (see instructions) 002180557		13 Local tax withheld \$	14 Name of locality	15 Local distribution \$

19. Click  (Back) twice to return back to the Tax Reporter screen.

20. To **reprint** an employee's 1099R select **1099R - Distributions From Pensions (PROD. run)**

21. Click  to enter the personnel number

Tax Reporter Edit Goto Tools Utilities System Help

Tax Forms

- Quarterly
- Quarterly Correction
- Annual
 - W-2 - Wage and Tax Statement
 - W-2 PR - Wage and Tax Stat. Puerto Rico
 - 1099R - Distributions From Pensions**
 - Form 940
 - Form 940 Return - FUTA Puerto Rico
 - NY Combined Wages Report (Q4)
 - Texarkana Income Tax
 - W-2 SOW - Wage and Tax Statement
- Annual Correction

Tax Company: 2200 State Board For V...
 Reporting Period End Date: 12/31/2010 01/01/2010 - 12/31/2010
 Consider Payroll Results up to: 12/31/2010

1099R - Distributions From Pensions (PROD. run) | 1099R - Distributions From Pensions (TEST run)

Employee copy Generate employee copy

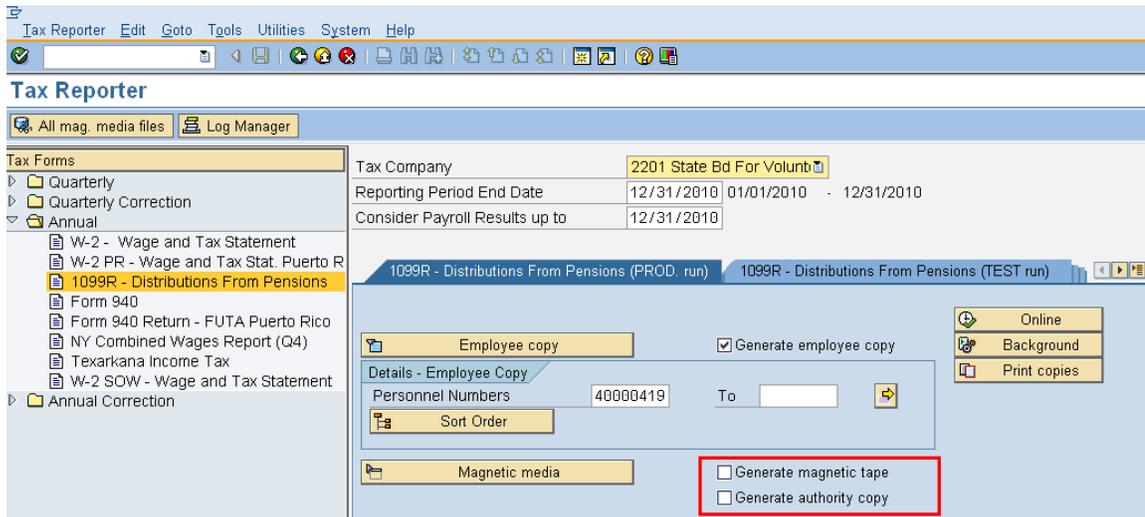
Details - Employee Copy

Personnel Numbers: 40000418 To: []

Sort Order

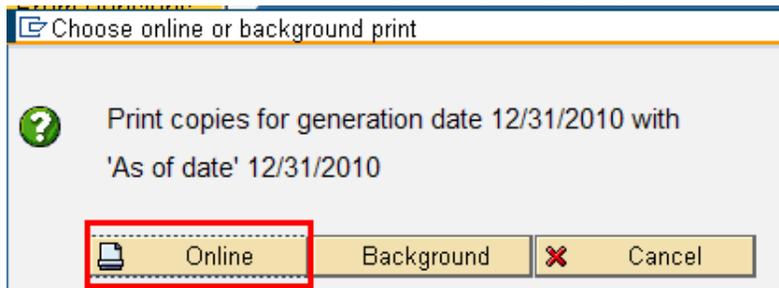
Online Background Print copies

22. Uncheck **Generate magnetic tape** and **Generate authority copy**

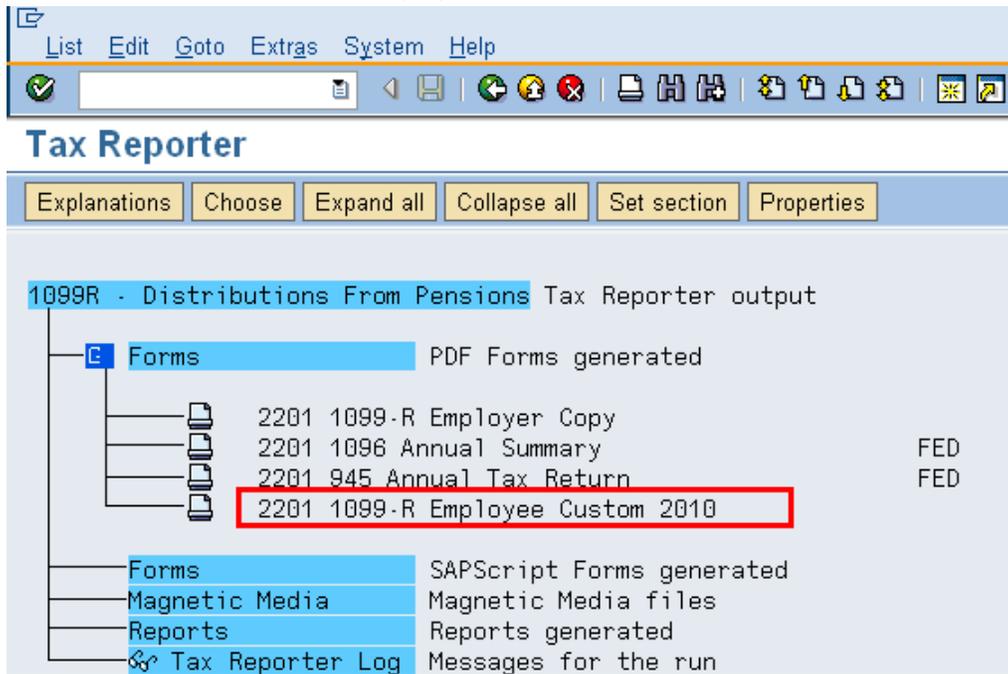


23. Click  **Print copies**

24. From the **Choose online or background print** pop-up click **online**

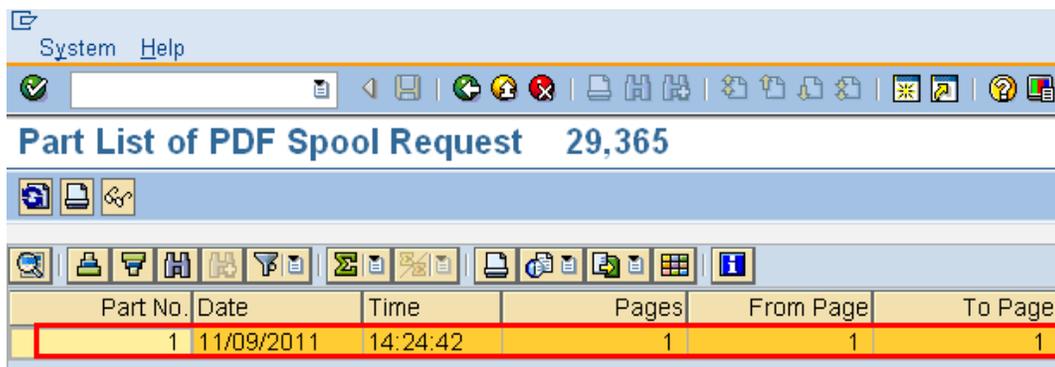


25. Click  Forms to display the forms



26. Double click the text to view/print.

27. Select and double click the line item



Form 1099-R CORRECTED (if checked) OMB No. 1545-0119 **2010**

Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs Insurance Contracts, etc.

1 Gross Distribution \$ 456.00	2a Taxable Amount \$ 456.00
2b Taxable amount not determined	Total distribution
PAYER'S Federal identification number: 91-6017357	
RECIPIENT'S identification number: 123-45-6789	
PAYER'S name, street address, city, state and ZIP code State Bd For Volunteer Firefighters PO Box 114 Olympia WA 98507-0114	
3 Capital gain (included in box 2a) \$	4 Federal income tax withheld \$
5 Net unrealized appreciation in employer's securities \$	7 Distribution code: 7
6a Your percentage of total distribution %	8b Total employee contribution \$
RECIPIENT'S name, street address, city, state and ZIP code HRD 700 Validation 00854221 123 SAP Way ARLINGTON WA 98223	
Account number (optional): 00854221	10 State tax withheld \$
11 State Payer's state no. /	12 State distribution \$
13 Local tax withheld \$	14 Name of locality \$

Copy C For Recipient's Records
This information is being furnished to the Internal Revenue Service.

Department of the Treasury
Internal Revenue Service

Instructions for Recipient

Form 1099-R CORRECTED (if checked) OMB No. 1545-0119 **2010**

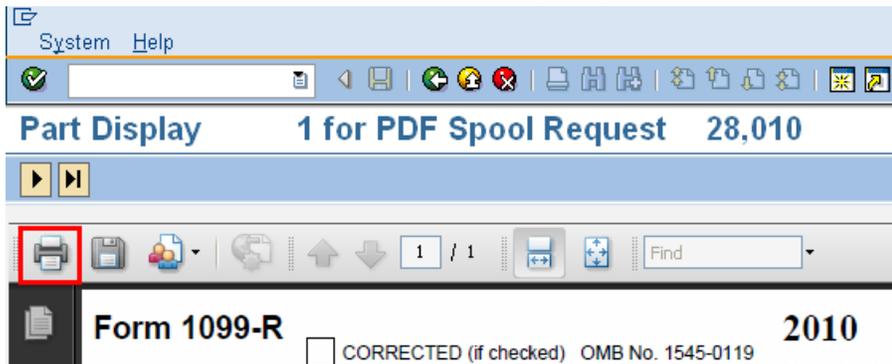
Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs Insurance Contracts, etc.

1 Gross Distribution \$ 456.00	2a Taxable Amount \$ 456.00
2b Taxable amount not determined	Total distribution
PAYER'S Federal identification number: 91-6017357	
RECIPIENT'S identification number: 123-45-6789	
PAYER'S name, street address, city, state and ZIP code State Bd For Volunteer Firefighters PO Box 114 Olympia WA 98507-0114	
3 Capital gain (included in box 2a) \$	4 Federal income tax withheld \$
5 Net unrealized appreciation in employer's securities \$	7 Distribution code: 7
6a Your percentage of total distribution %	8b Total employee contribution \$
RECIPIENT'S name, street address, city, state and ZIP code HRD 700 Validation 00854221 123 SAP Way ARLINGTON WA 98223	
Account number (optional): 00854221	10 State tax withheld \$
11 State Payer's state no. /	12 State distribution \$
13 Local tax withheld \$	14 Name of locality \$

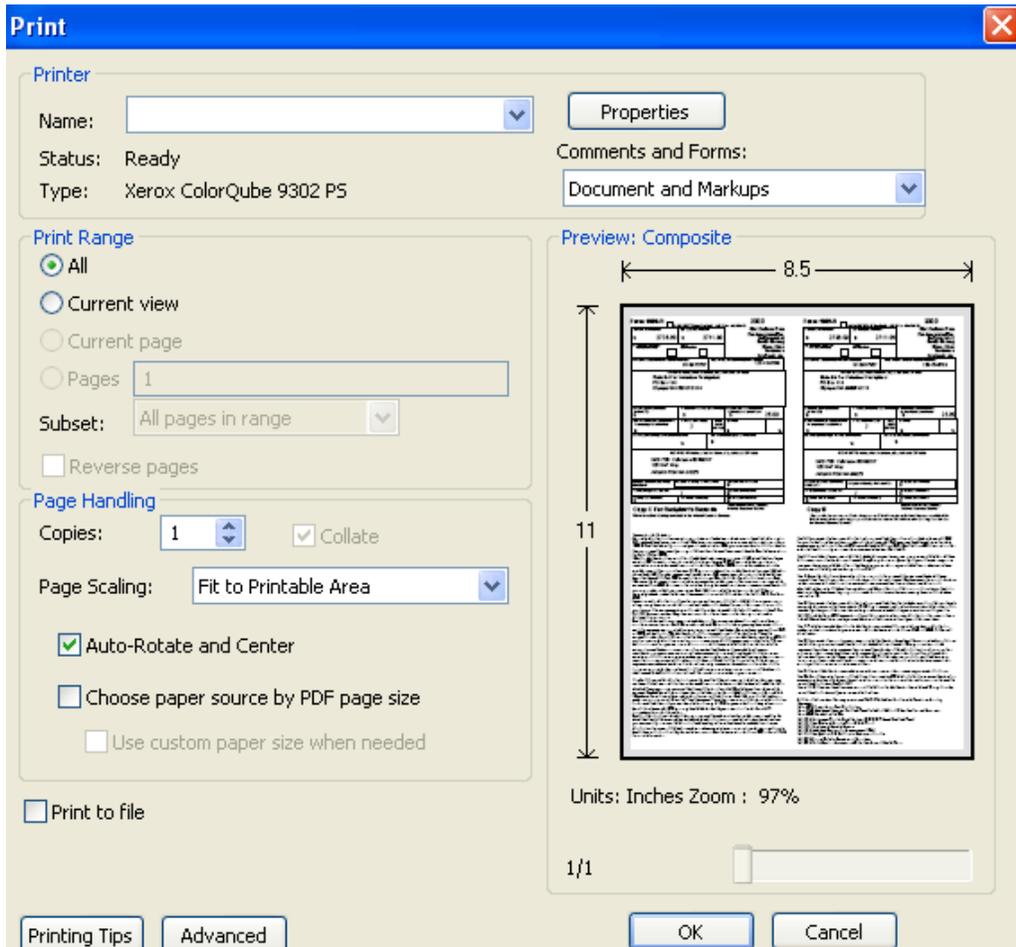
Copy B
Report this income on your Federal tax return. If this form shows Federal income tax withheld in Box 4, attach this to your copy to your Federal tax return. This information is being furnished to the Internal Revenue Service.

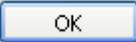
Department of the Treasury
Internal Revenue Service

28. To print from the Spool Request, click  (Print)



The screenshot shows a PDF viewer window. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons, including a red box around the print icon. The main content area displays 'Part Display 1 for PDF Spool Request 28,010'. At the bottom, there is a status bar with 'Form 1099-R 2010' and a 'CORRECTED (if checked) OMB No. 1545-0119' label.



29. Click  .

Results
You have created the 1099R. You have successfully reprinted an employees' 1099R