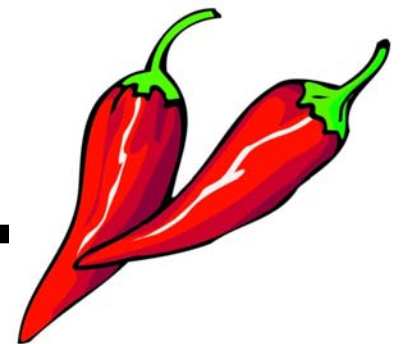


SchoolBooks – S5

1099 Processing



CONNECTIONS 2007



Agenda

- School Settings for 1099 Processing
- Gathering Data
- Editing and Adding New Records
- Exporting Data
- Consolidating Data
- Printing 1099 Forms
- Working at the District Level
- Frequently Asked Questions

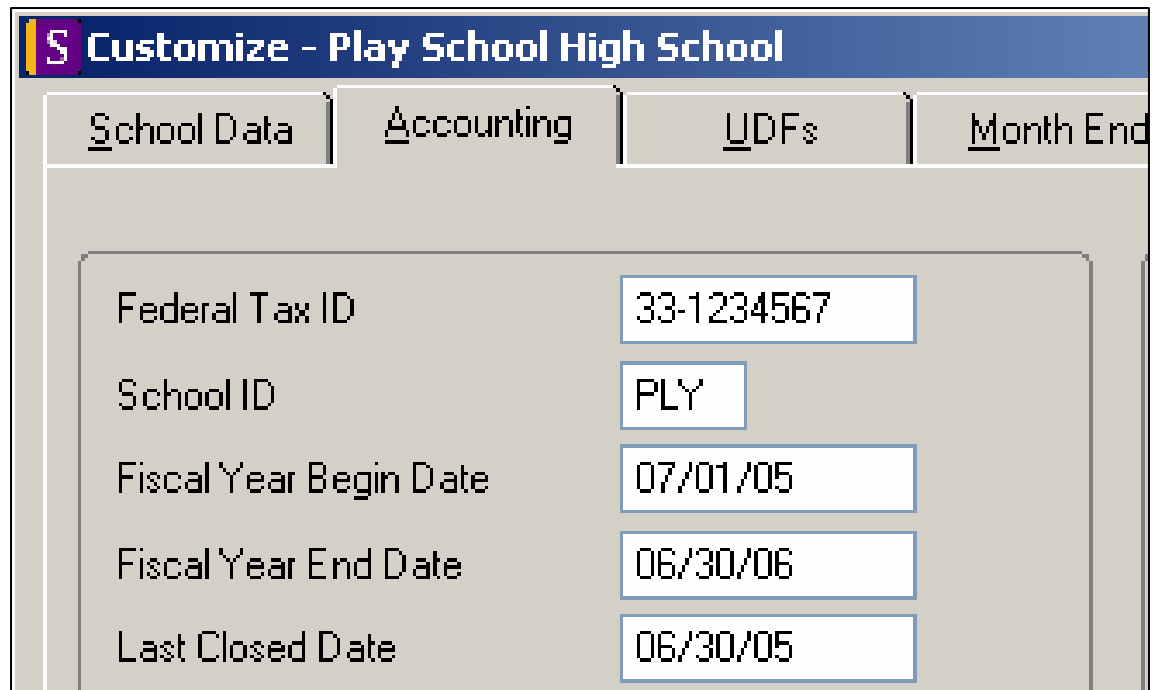


CONNECTIONS 2007



Getting Started

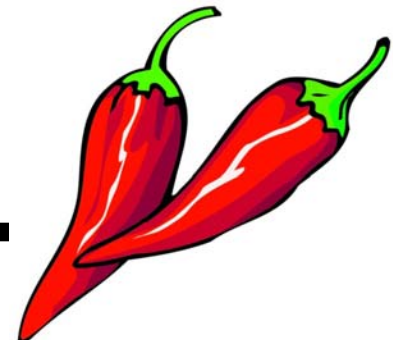
- School Settings/Accounting Tab:
 - Enter Federal Tax Id.
 - Enter a unique 3-character alphanumeric code for each school.



S Customize - Play School High School			
School Data	Accounting	UDFs	Month End
Federal Tax ID	33-1234567		
School ID	PLY		
Fiscal Year Begin Date	07/01/05		
Fiscal Year End Date	06/30/06		
Last Closed Date	06/30/05		



CONNECTIONS 2007

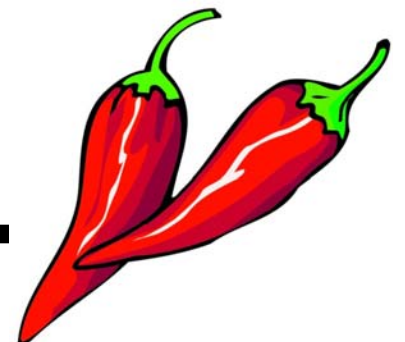


1099 Checklist

- Run Vendor Check History Report.
- Gather 1099 Data.
- Print 1099 Report.
- Make corrections or additions.
- Print 1099 Report.
- Consolidate.
- Print 1099 forms.



CONNECTIONS 2007

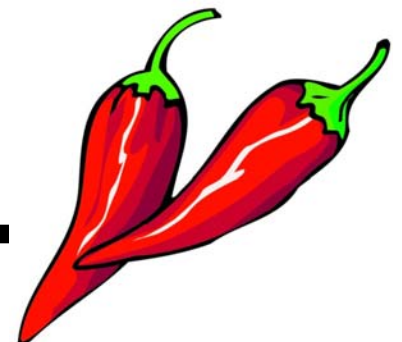


Your Vendor Data is Safe

- The program gathers the Vendor data and creates a separate database specifically for 1099s.
- Data is gathered based on the TAX ID NUMBER of the Vendor (either Social Security # or Business Tax ID #), NOT the Vendor Code.
- Any changes or deletions made in the 1099 module will not affect Vendor or Check History Files.



CONNECTIONS 2007



Vendor Check History Report

Vendor Check History Report - Play School High School

Selection: All Starting Ending

Bank Codes [] Z []

Vendor Number [] []

Check Amount [] .00 [] 999,999.99

Check Date [] 01/01/06 [] 12/31/06

Print Detail Sort By **Vendor Number**

Print for 1099 Vendors only

Play School High School

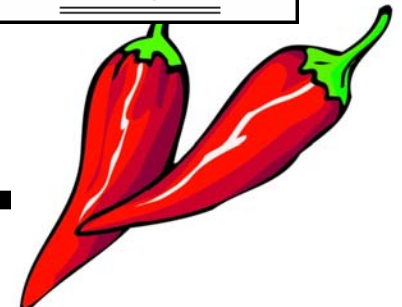
VENDOR CHECK HISTORY REPORT - SUMMARY WITH TAX ID

Date Range: 01/01/06 to 12/31/06
 Vendor Range: ALL
 Amount Range: ALL

Vendor Number	Vendor Name	School Code	Address 1	Address 2	City	State	Zip	Tax ID	Bank Code	Check #	Date	Ck Amt	Type
GREEN	Green Photography Com	ZPLAY	5622 W. Jeffe		San Diego	CA	91209-	334-57-8777	A	3282	07/05/06	125.00	M
GREEN	Green Photography Com	ZPLAY	5622 W. Jeffe		San Diego	CA	91209-	334-57-8777	A	3312	11/15/06	2,400.00	M
JNIEDAL	Jack Niedal	ZPLAY	1654 Harper L		East Fremont	CA	98323-3455	524-85-2888	A	3291	08/11/06	125.00	C
JNIEDAL	Jack Niedal	ZPLAY	1654 Harper L		East Fremont	CA	98323-3455	524-85-2888	A	3310	10/01/06	620.00	M
JSTRONG	Jack Strong	ZPLAY	873 Temple St		Los Angeles	CA	90230-	555-78-9090	A	3292	08/11/06	125.00	C
SMITHM	MarySmith	ZPLAY	9833 Whitewas		San Diego	CA	92128-	567-85-1244	A	3284	07/25/06	12.14	M
SMITHM	MarySmith	ZPLAY	9833 Whitewas		San Diego	CA	92128-	567-85-1244	A	3293	08/12/06	95.25	M
SMITHM	MarySmith	ZPLAY	9833 Whitewas		San Diego	CA	92128-	567-85-1244	A	3311	10/05/06	475.00	M
ATHLET	Athletic Supplies For All	ZPLAY	13546 Harper A		San Diego	CA	92325-	98-7657656	A	3295	08/25/06	350.00	C
BOBSYR	Bob's Yearbook Product	ZPLAY	7866 Overland		Culver City	CA	90230-1544	99-5822454	A	3288	08/02/06	150.00	C
BOBSYR	Bob's Yearbook Product	ZPLAY	7866 Overland		Culver City	CA	90230-1544	99-5822454	A	3290	08/11/06	150.00	C
BOBSYR	Bob's Yearbook Product	ZPLAY	7866 Overland		Culver City	CA	90230-1544	99-5822454	A	3297	09/05/06	400.00	C
REPORT TOTAL											5,027.39		



CONNECTIONS 2007



Gathering Data (single school)

- Clear the file first to:
 - Remove prior year data.
 - Or if you need to start over for this year.
- Select Vendor ranges.

S Gather 1099 Information

Year to Process 2006

Clear the file first

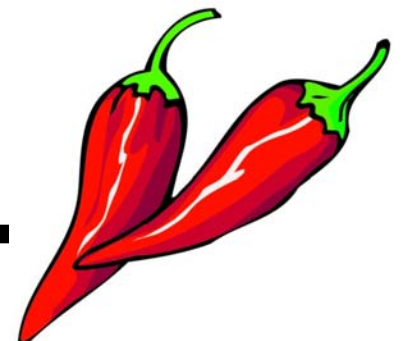
Vendor Number

Proceed

SALLY ZPLAY 01/02/07



CONNECTIONS 2007



Print 1099 Report

S 1099 Report ✕





Minimum Amount Sort by ▾

Type Summary Detail

All Schools From School To School

Include Notes

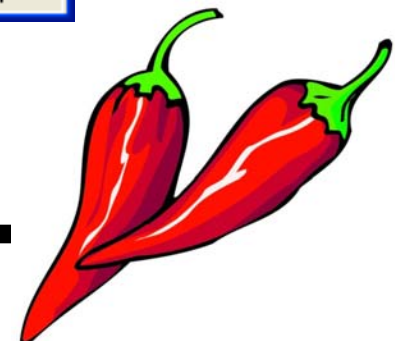
Year for 1099 Processing ▾

 Print  Preview To Excel  Cancel  ?

SALLY ZPLAY 01/02/07



CONNECTIONS 2007

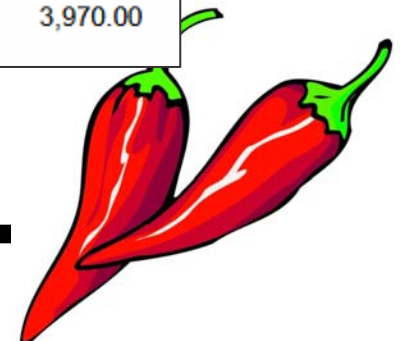


The Report

Run Date: 01/02/2007		Play School High School		Page: 1	
Run Time: 13:46		1099 Report			
Detail Report					
Tax ID	Vendor Code	Box	ID.	All Schools.	1099 Amount
334-57-8777	GREEN Green Photography Company 5622 W. Jefferson Blvd. San Diego, CA 91209 Tel: (213)578-4544 Fax: (213)578-4544 Contact: Bob Jones	07		2,525.00	.00
			PLY		2,525.00
524-85-2888	JNIEDAL Jack Niedal 1654 Harper Lane East Fremont, CA 98323 Tel: (310)456-0983 Fax: (310)456-0983	07		745.00	.00
			PLY		745.00
99-5622454	BOBSYR Bob's Yearbook Productions 7866 Overland Drive Culver City, CA 90230 Tel: (310)584-5444 Fax: (310)584-5444 Contact: James Hill	07		700.00	.00
			PLY		700.00
Vendors Reported: 3		Grand Total:		3,970.00	



CONNECTIONS 2007



Maintain 1099 Data

- One 1099 record for each vendor for each school.
- Add new 1099 records and/or edit existing records.
- Find existing records.

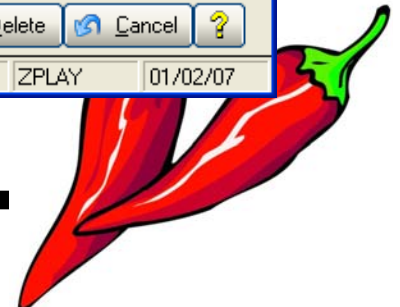
The image shows two overlapping software windows. The top window, titled '1099 Information Lookup', displays a table of vendor records. The bottom window, titled 'Maintain 1099 Data', shows a form for editing or adding a record for a specific vendor and school.

Tax ID	Schl	Box#	Vendor Name	Code
334-57-8777	PLY	07	Green Photography Company	GREEN
524-85-2888	PLY	07	Jack Niedal	JNIEDAL
555-78-9090	PLY	07	Jack Strong	JSTRONG
567-85-1244	PLY	07	Mary Smith	SMITHM
98-7657656	PLY	07	Athletic Supplies For All	ATHLET

The 'Maintain 1099 Data' window contains the following fields:

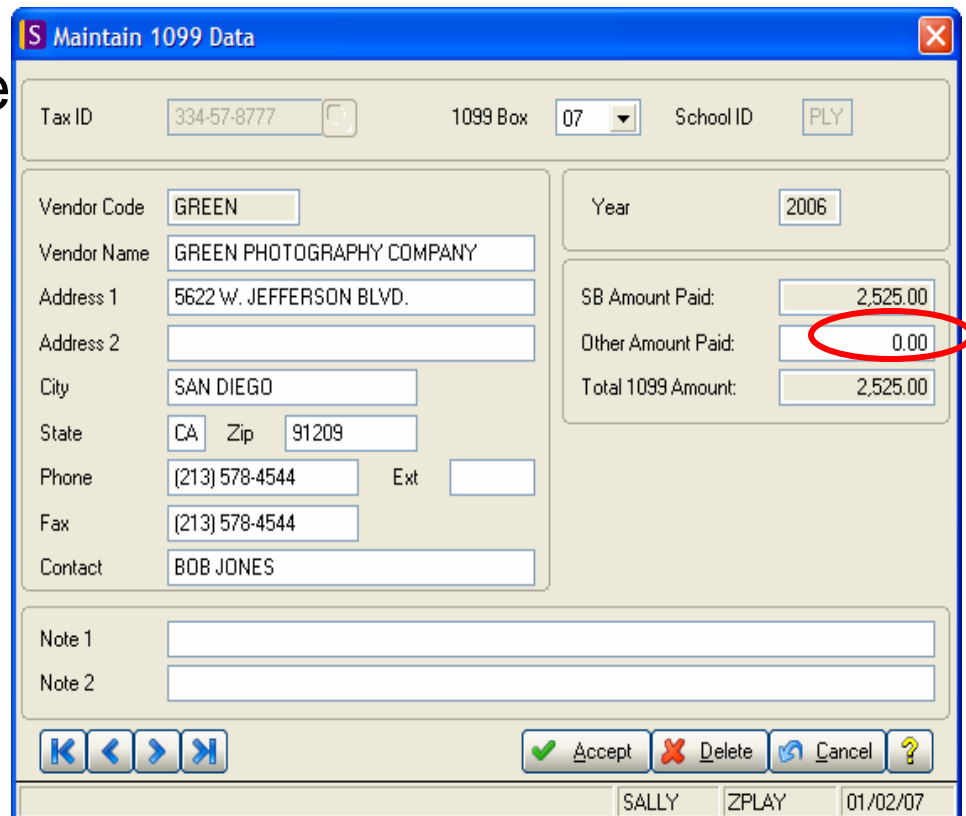
- Tax ID: 334-57-8777
- 1099 Box: 07
- School ID: PLY
- Vendor Code: GREEN
- Vendor Name: GREEN PHOTOGRAPHY COMPANY
- Address 1: 5622 W. JEFFERSON BLVD.
- Address 2: (empty)
- City: SAN DIEGO
- State: CA
- Zip: 91209
- Phone: (213) 578-4544
- Ext: (empty)
- Fax: (213) 578-4544
- Contact: BOB JONES
- Year: 2006
- SB Amount Paid: 2,525.00
- Other Amount Paid: 0.00
- Total 1099 Amount: 2,525.00
- Note 1: (empty)
- Note 2: (empty)

Buttons at the bottom include: Accept, Delete, Cancel, and a help icon. The user name 'SALLY' and the date '01/02/07' are visible in the bottom right corner.



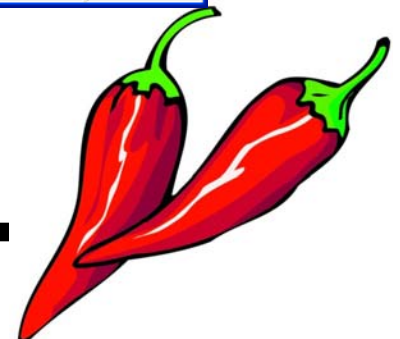
Editing Amounts Paid

- Enter the adjusting amount, either positive or negative in Other Amount Field.
- Enter the amount paid prior to using SchoolBooks.
- Use Note fields to explain adjusting entries.



The screenshot shows a software window titled "Maintain 1099 Data". It contains several input fields for vendor and payment information. The "Other Amount Paid" field is circled in red, indicating it is the focus of the editing process.

Field	Value
Tax ID	334-57-8777
1099 Box	07
School ID	PLY
Vendor Code	GREEN
Vendor Name	GREEN PHOTOGRAPHY COMPANY
Address 1	5622 W. JEFFERSON BLVD.
Address 2	
City	SAN DIEGO
State	CA
Zip	91209
Phone	(213) 578-4544
Fax	(213) 578-4544
Contact	BOB JONES
Year	2006
SB Amount Paid	2,525.00
Other Amount Paid	0.00
Total 1099 Amount	2,525.00



Adding New Records

The screenshot shows a software window titled "Maintain 1099 Data". The window contains several input fields for data entry:

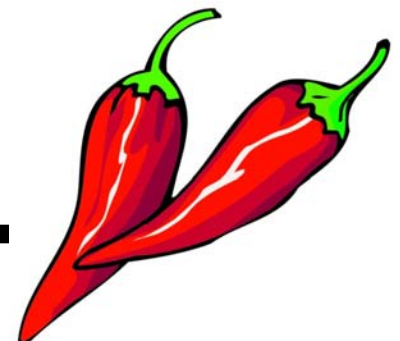
- Tax ID: 555-69-5555
- 1099 Box: 07
- School ID: PLY
- Vendor Code: [empty]
- Vendor Name: [empty]
- Address 1: [empty]
- Address 2: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- Phone: [empty]
- Ext: [empty]
- Fax: [empty]
- Contact: [empty]
- Note 1: [empty]
- Note 2: [empty]

A "Warning" dialog box is overlaid on the window, asking: "Is this a new 1099 Vendor or School Id or Box Number". The dialog has "Yes" and "No" buttons. The "Yes" button is highlighted.

At the bottom of the window, there are navigation buttons (back, forward, etc.), "Accept", "Delete", "Cancel", and a help button. The status bar at the bottom right shows "DEB", "ZPLAY", and "03/12/04".



CONNECTIONS 2007



Printing the 1099 Report

- Print the 1099 Report again to keep a permanent record that includes any changes and your notes (backup for auditors is always nice!).
- You can attach the report to your copies of the 1099 forms.

1099 Report

Minimum Amount Sort by

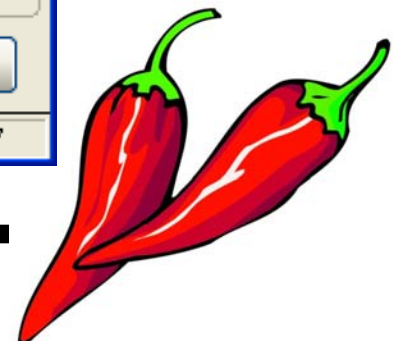
Type Summary Detail

All Schools From School To School

Include Notes

Year for 1099 Processing

SALLY ZPLAY 01/02/07

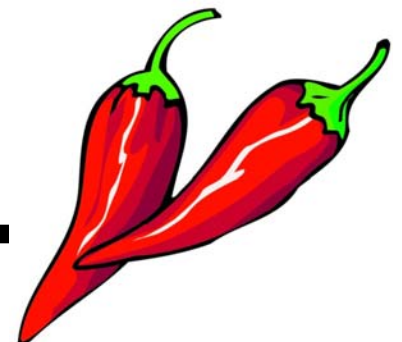


Consolidating Your Data

- Ensure all data is complete and correct BEFORE consolidating the data. Consolidating data is the final step before printing.
- A new consolidated record is created for each Vendor.
- Consolidation happens in the background.
- If changes are made to data after consolidating, you will need to start over with step one (Gather Data and Clear File First).



CONNECTIONS 2007



Printing 1099 Forms

S Print 1099 forms

Main | Positions

Minimum Amount: 600.00

Copies: Five (laser or ink) Print a test only

Federal ID#: 33-1234567

Name: PLAY SCHOOL HIGH SCHOOL

Address: 123 ELM STREET

City: SAN DIEGO State: CA

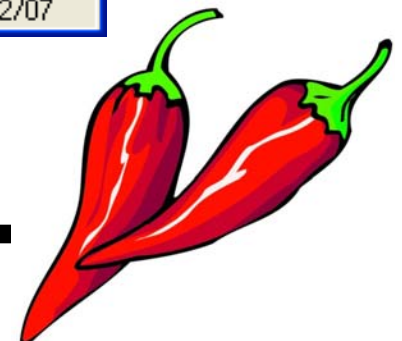
Zip Code: 92128 Telephone #: (858) 123-4567

Proceed Cancel ?

SALLY ZPLAY 01/02/07



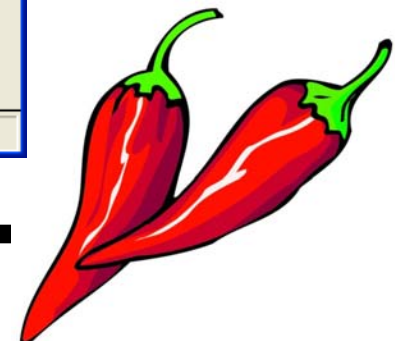
CONNECTIONS 2007



Adjusting Your Form

- If the print test form does not line up correctly, the Positions Tab gives you the opportunity to align the forms on the printer.

Laser or Ink	Column	Line		Column	Line		Column	Line	
Payer's Name	3	3.6	Recipient's Fed ID	27.2	13	Box #1	51.2	3.8	Add row
Payer's Name (Cont)	3	4.6	Recipient's Name	3	16.3	Box #3	51.2	9.5	Sub Row
Payer's Address	3	5.6	Recipient's Addr 1	3	20	Box #6	68.2	13.3	Add Col
Payer's City	3	6.6	Recipient's Addr 2	3	22	Box #7	51	17.45	Sub Col
Payer's State	15.1	6.6	Recipient's City	3	23.4	Box #8	68.2	17.45	Defaults
Payer's ZIP	3.5	7.6	Recipient's State	31.1	23.4	Box #13	51.2	25.7	
Payer's Telephone	13.1	7.6	Recipient's ZIP	36.1	23.4	Box #14	68.2	25.7	
Payer's Federal ID	5	13	Recipient's Acct	3	26.4	Box #15a	3	29	
						Box #15b	28	29	

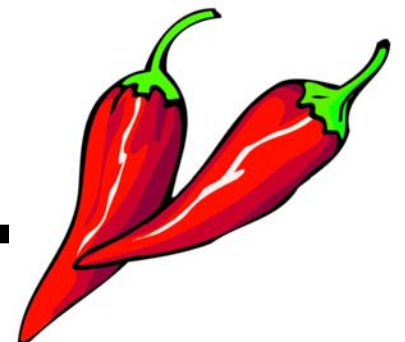


1099 Checklist

- School sites exporting file to District:
 - Run Vendor Check History Report.
 - Gather 1099 Data.
 - Print 1099 Report.
 - Make corrections or editions.
 - Print 1099 Report.
 - Create District Export File.

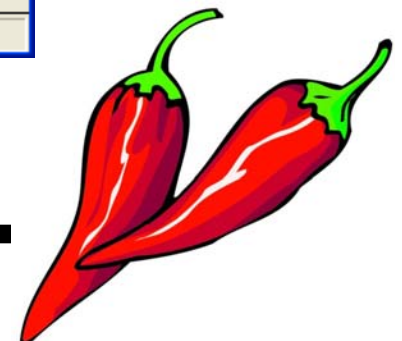
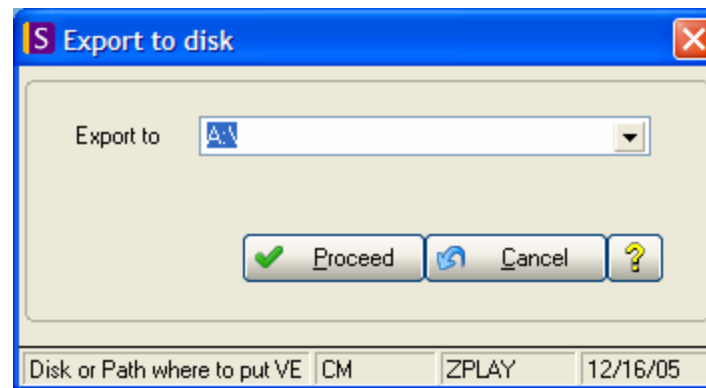
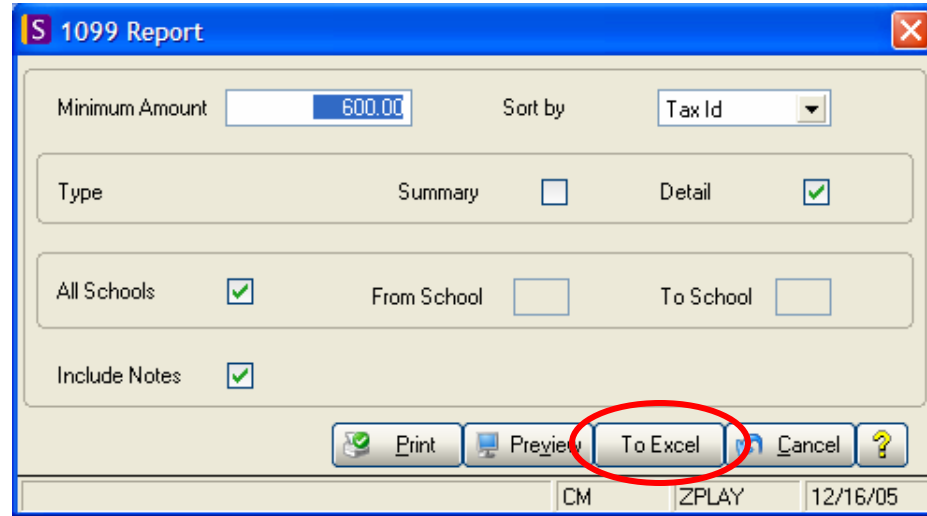


CONNECTIONS 2007



Exporting Your Data

- **To Excel:** Exports a copy of the 1099 report to Excel.
- **Export for District:** Creates a file for the district to import into their SchoolBooks program.

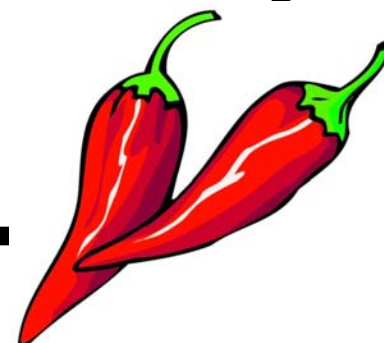


1099 Checklist at District Level

- Create a 1099 school.
- Import “VEND1099.pvk” file from each school.
- Run 1099 Report.
- Edit or add new records.
- Print 1099 Report.
- Consolidate combined data.
- Print 1099 Forms.
- Filing electronically with the IRS.

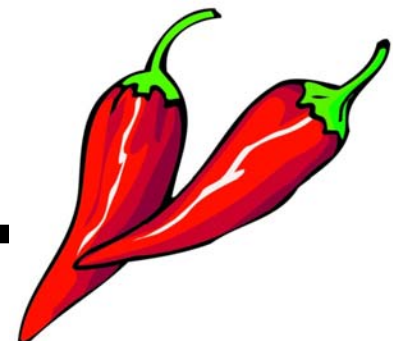
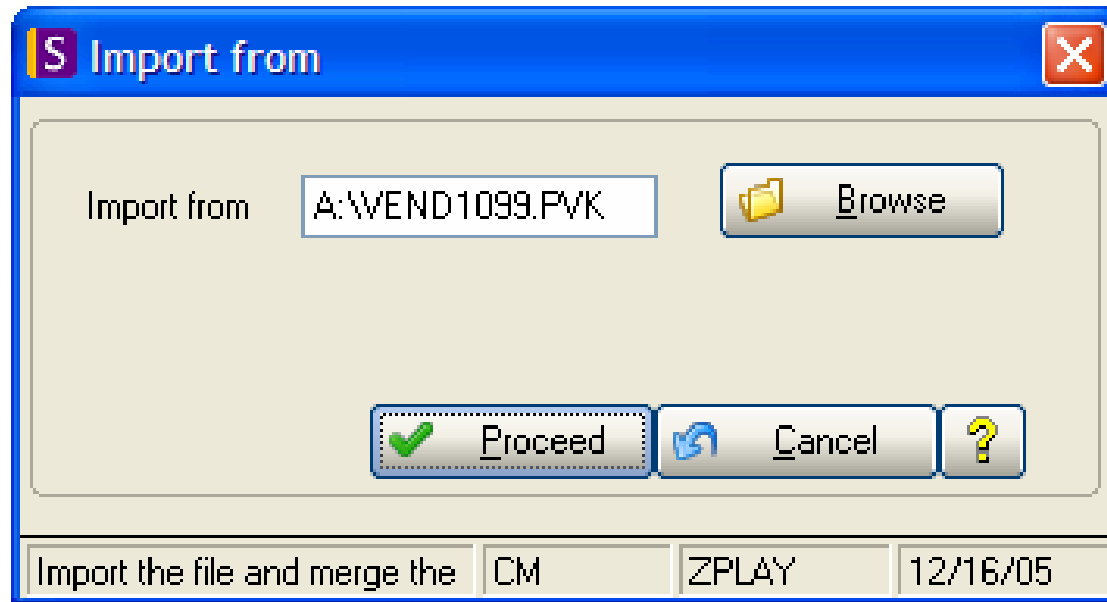


CONNECTIONS 2007



Combining Data

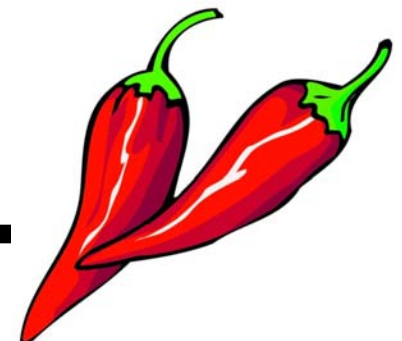
- We recommend that you create a separate 1099 school to use for combining the data for all your schools.
- Note: If you are the district and have not gathered information in your SchoolBooks program, you will need to do one “Gather” in order to set the files for your import files.



Consolidating Combined Data

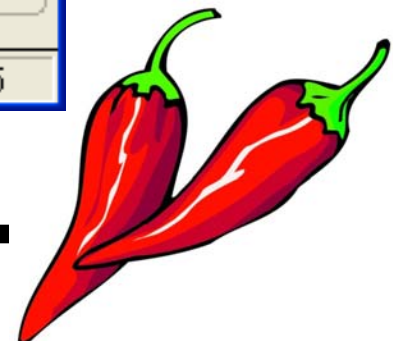
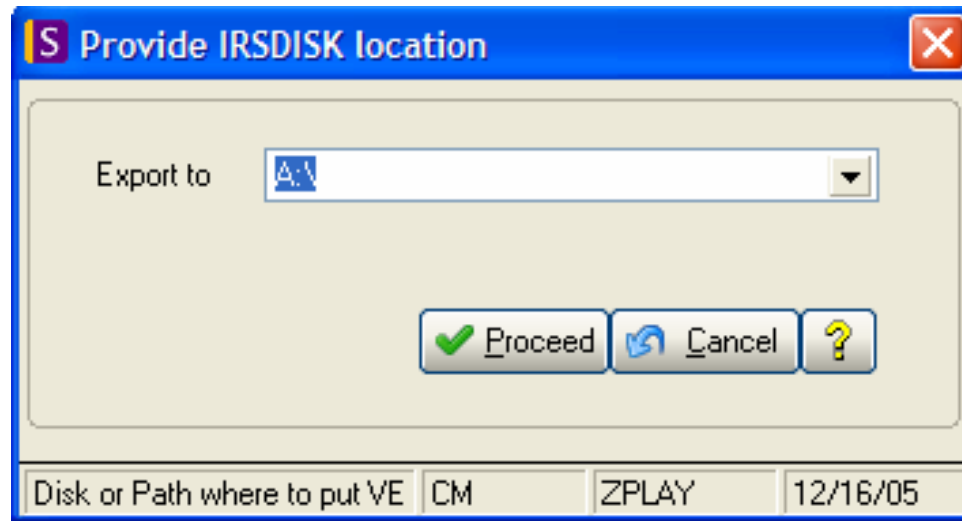
SCHOOL ID	VENDOR CODE	VENDOR NAME	TAX ID	AMOUNT PAID
PHS	SMITHJO	JOHN SMITH	599-98-9876	\$400.00
PMS	SMITHJO	JOHN SMITH	599989876	\$250.00

- Check for data inconsistencies across schools.
- It is up to you to check the report and make corrections before you print your actual 1099 forms.
- In the case above, the easiest way to fix the problem is to go into Vendor Maintenance in the middle school (PMS) and add the hyphens. Then when you gather data again, SchoolBooks will know that both these Vendors should be combined.



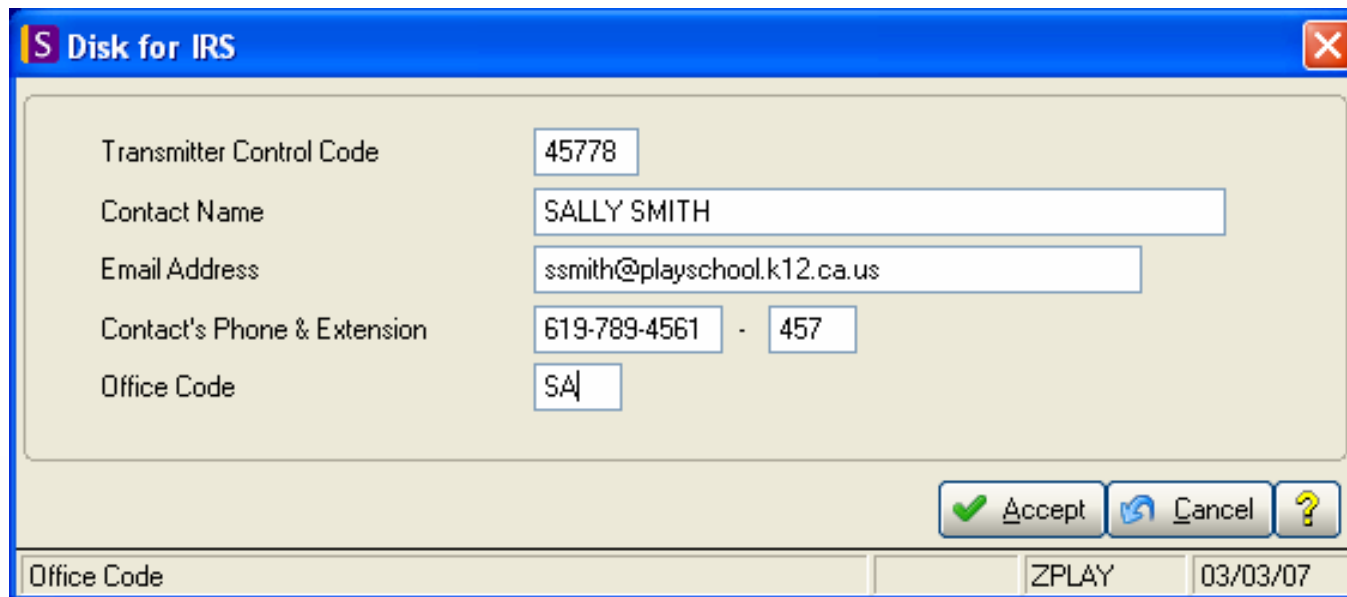
Filing Electronically

- Choose “Make disk for IRS” and complete the following selection screens. *If reporting 250 or more vendors, the IRS REQUIRES that you file electronically. Also, you MUST print a sample form to ensure the data is stored correctly.*
- Select the location to export the IRS information (as shown below).



Making an IRS Electronic File

- Before making the electronic file, provide the Payee information required by the IRS.
- Check IRS File/Information – you can view the information on the diskette by using this function from the 1099 menu.



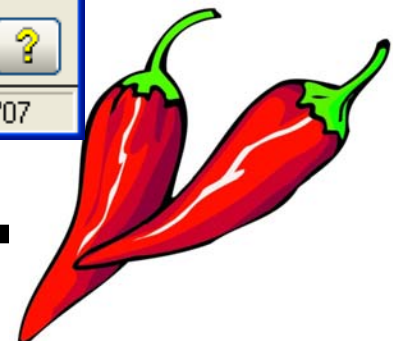
The screenshot shows a dialog box titled "Disk for IRS" with a close button (X) in the top right corner. The dialog contains several input fields for payee information:

Transmitter Control Code	45778
Contact Name	SALLY SMITH
Email Address	ssmith@playschool.k12.ca.us
Contact's Phone & Extension	619-789-4561 - 457
Office Code	SA

At the bottom right of the dialog are three buttons: "Accept" (with a green checkmark), "Cancel" (with a blue circular arrow), and a help button (with a question mark). At the bottom of the dialog, there are three small text boxes: "Office Code" (containing "SA"), "ZPLAY", and "03/03/07".



CONNECTIONS 2007



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

