



SchoolBooks – S5

1099 Processing





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



Getting Started

- Management / Customize / School Settings - Accounting Tab
 - Enter Federal Tax ID.
 - Enter a unique 3-character alphanumeric code for each school or district.

Basic Settings	
Federal Tax ID	<input type="text" value="33-1234567"/>
School ID	<input type="text" value="PLY"/>





1099 Basic Checklist

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





Your Vendor Data is Safe

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



Vendor Check History Report

- Reports / Vendor Reports / Vendor Check History Report

Vendor Check History Report - Play School High School

Selection: All Starting Ending

Bank Codes [icon] Z [icon]

Vendor Number [icon] [icon]

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

Remember Settings

HP DeskJet 500 on LPT1: [icon] Print [icon] Preview [icon] Cancel [icon] Setup [icon] ?

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	99-5622454	A	3288	08/02/06	150.00	C
BOBSYR	Bob's Yearbook Product	ZPLAY	7866 Overland		Culver City	CA	90230-1544	99-5622454	A	3290	08/11/06	150.00	C
BOBSYR	Bob's Yearbook Product	ZPLAY	7866 Overland		Culver City	CA	90230-1544	99-5622454	A	3297	09/05/06	400.00	C
REPORT TOTAL											5,027.39		

Gathering Data

- Go to Period End Menu / 1099 Reporting / Gather 1099 Data
- Clear the file first to:
 - Remove prior year data
 - Start over
- NEW! Messages help clarify if you should clear or not

Gather 1099 Information

Year to Process: 2007

Clear the file first:

Vendor Number:

Proceed Cancel ?

ZPLAY 12/04/07

Warning

You have selected "Clear file". If you proceed, previously entered manual additions and corrections will be lost.

If you are processing a new year, this is normal, and you should click 'Yes'.

If you have entered manual additions or corrections for this year that you want to keep, click 'No'.

Yes No

Update Amounts

You are about to gather vendor data for 1099 reporting and there is already data in the 'Gather' file.

If you have previously entered manual additions or corrections in 1099 Maintenance, they will be saved and just the amounts will be updated.

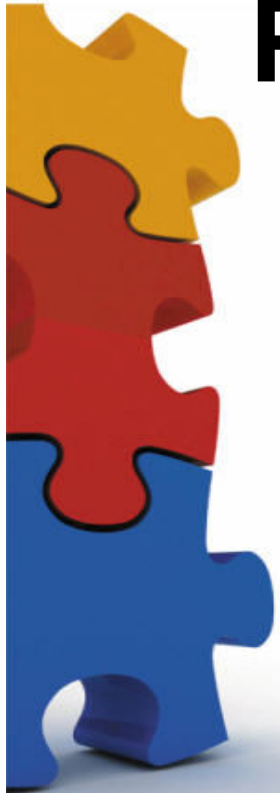
If you want to completely clear the file first and load corrections entered in your Vendor file, you should click 'No' and on the previous screen check the box next to 'Clear the File First.'

Do you want to continue to Gather 1099 Data?

Yes No



Print 1099 Report



SchoolBooks Main Menu - Play School High School

File Maintenance Entry Journals Reports **Period End** Management Help

- Month End
- Year End
- Bank Reconciliation
- 1099 Reporting**
 - Gather 1099 Data
 - Maintenance
 - Print 1099 Report**
 - Export for District

S 1099 Report

Minimum Amount Sort by

Type Summary Detail

All Schools From School To School

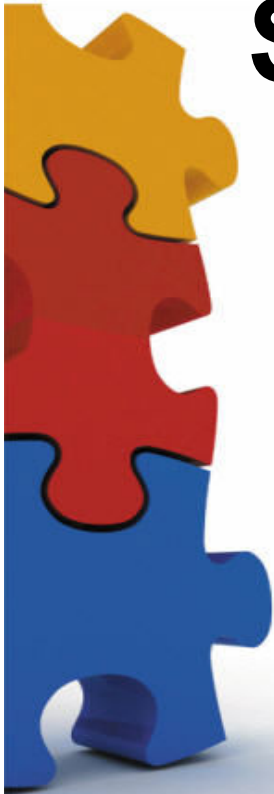
Include Notes

Year for 1099 Processing

ZPLAY 12/04/07



Sample Report



Run Date: 12/04/2007		Play School High School		Page: 1	
Run Time: 13:15		1099 Report			
Detail Report				All Schools.	
Tax ID	Vendor Code	Box	ID.	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		1,049.00 .00	
			PLY		1,049.00
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:	2	Grand Total:		1,749.00	



Maintain 1099 Data

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

1099 Information Lookup

Tax ID	Schl	Box#	Vendor Name	Code
334-57-8777	PLY	07	Green Photography Company	GREEN
555-78-9090	PLY	07	Jack Strong	JSTRONG
567-85-1244	PLY	07	Mary Smith	SMITHM

Maintain 1099 Data

Tax ID: 334-57-8777 1099 Box: 07 School ID: PLY

Vendor Code: GREEN Year: 2007

Vendor Name: GREEN PHOTOGRAPHY COMPANY

Address 1: 5622 W. JEFFERSON BLVD.

Address 2:

City: SAN DIEGO

State: CA Zip: 91209

Phone: (213) 578-4544 Ext:

Fax: (213) 578-4544

Contact: BOB JONES

SB Amount Paid: 1,049.00

Other Amount Paid: 0.00

Total 1099 Amount: 1,049.00

Note 1:

Note 2:

Buttons: [K] [Left] [Right] [X] [Accept] [Delete] [Cancel] [Help]

Vendor Name: ZPLAY 12/04/07

Editing Amounts Paid

- Enter the adjusting amount, (can be positive or negative).
- Enter the amount paid prior to using SchoolBooks.
- Use Note fields to explain adjusting entries.

Tax ID	334-57-8777	1099 Box	07	School ID	PLY
Vendor Code	GREEN	Year	2007	SB Amount Paid:	1,049.00
Vendor Name	GREEN PHOTOGRAPHY COMPANY	Other Amount Paid:	0.00	Total 1099 Amount:	1,049.00
Address 1	5622 W. JEFFERSON BLVD.				
Address 2					
City	SAN DIEGO				
State	CA	Zip	91209		
Phone	(213) 578-4544	Ext			
Fax	(213) 578-4544				
Contact	BOB JONES				
Note 1					
Note 2					



Adding New Records

S Maintain 1099 Data

Tax ID 555-22-5555 1099 Box 07 School ID

Vendor Code Year 0000

Vendor Name B Amount Paid: 0.00

Address 1 Other Amount Paid: 0.00

Address 2 Total 1099 Amount: 0.00

City

State

Enter Vendor Type

Tax ID 555-22-5555 not found.
Click Yes if this is an Individual
No if this is a Business,
or Cancel to enter it again.

Yes No Cancel

- **Tax ID:** Federal Tax ID or social security number.
- **1099 Box:** Normally, Box 7 for Non-Employee Compensation.
- **School ID:** School Code.
- **Other Amount Paid:** Amount paid to this vendor.



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).



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

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Adjusting Your Form

- After print test, Positions Tab gives you the opportunity to align the forms for your 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	

Proceed Cancel ?

SALLY ZPLAY 01/02/07





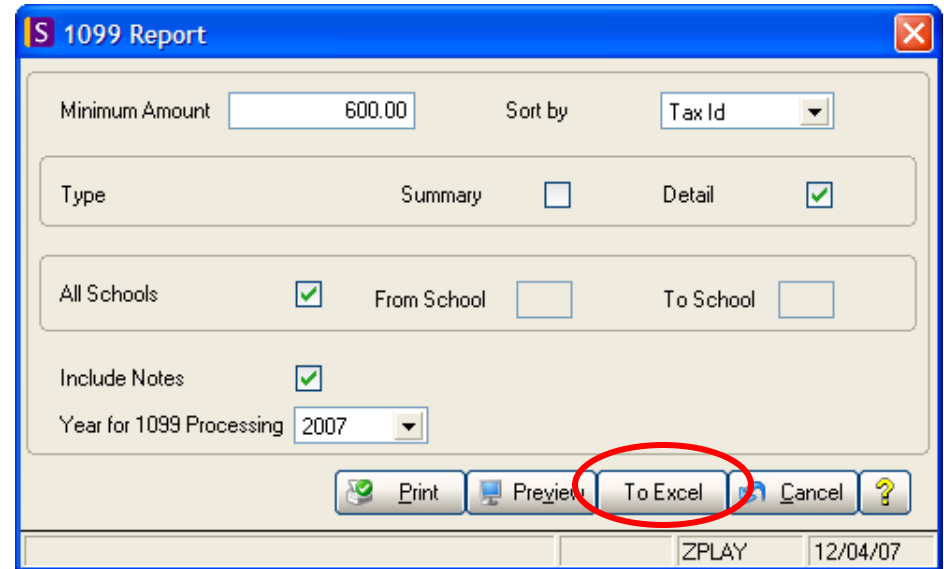
1099 Checklist – Schools Exporting to District

- Run Vendor Check History Report.
- Gather 1099 Data.
- Print 1099 Report.
- Make corrections or additions.
- Print 1099 Report.
- Create District Export File.



Exporting Your Data

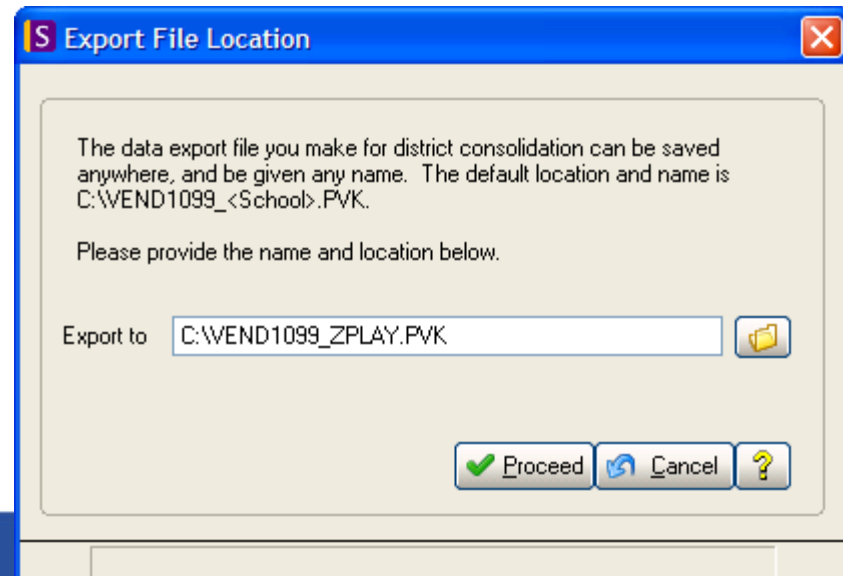
- To Excel: Exports a copy of the 1099 report to Excel.
- Export for District: Creates a file for the district to import into their SchoolBooks program. **NEW!** File name includes school code.



The screenshot shows the '1099 Report' dialog box with the following settings:

- Minimum Amount: 600.00
- Sort by: Tax Id
- Type: Summary Detail
- All Schools From School To School
- Include Notes
- Year for 1099 Processing: 2007

Buttons at the bottom: Print, Preview, **To Excel** (circled in red), Cancel, and Help.



The screenshot shows the 'Export File Location' dialog box with the following text and settings:

The data export file you make for district consolidation can be saved anywhere, and be given any name. The default location and name is C:\WEND1099_<School>.PVK.

Please provide the name and location below.

Export to: C:\WEND1099_ZPLAY.PVK

Buttons at the bottom: Proceed, Cancel, and Help.



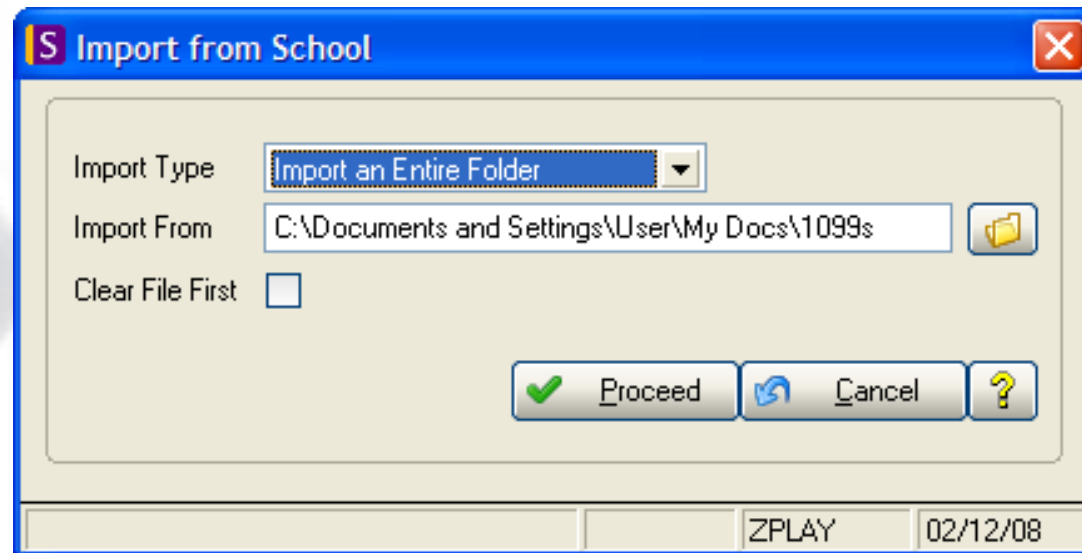
1099 Checklist – Districts Importing from Schools

- Create a 1099 school in School Maintenance.
- Import 1099 file from each school.
- Print 1099 Report.
- Edit existing or add new records.
- Print 1099 Report.
- Consolidate combined data.
- Print 1099 Forms.
- File electronically with the IRS.



Combining Data

- Import one file, or
- NEW! - a whole folder into SchoolBooks.



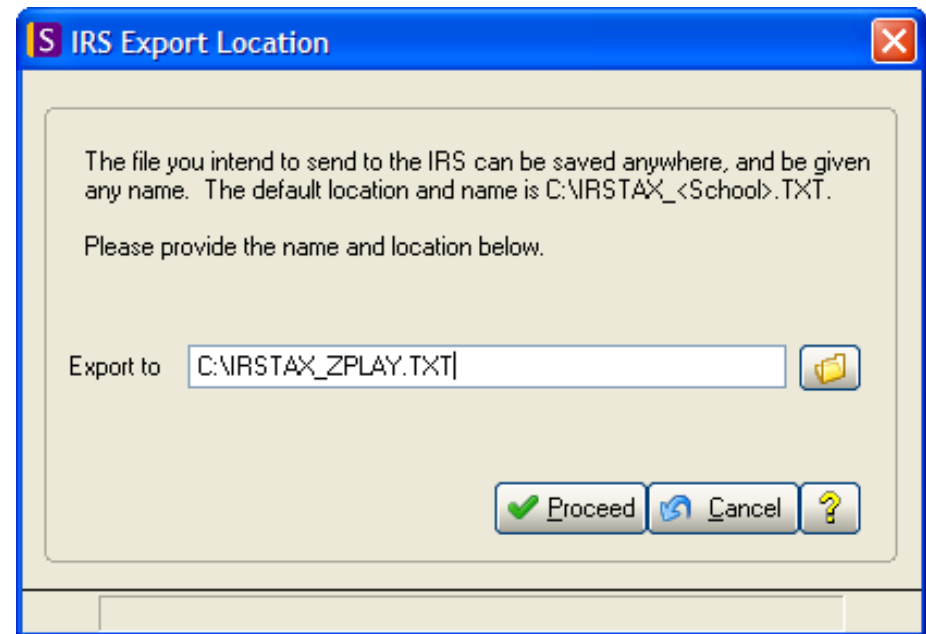
Consolidating Combined Data

- Check for data inconsistencies across schools.
- It is up to you to check the report and make corrections before printing the actual 1099 forms.
- If John Smith was entered by the Middle School bookkeeper with a SSN of 555-55-5237 but in the High School as 555-55-5231... you need to figure out which one is right!



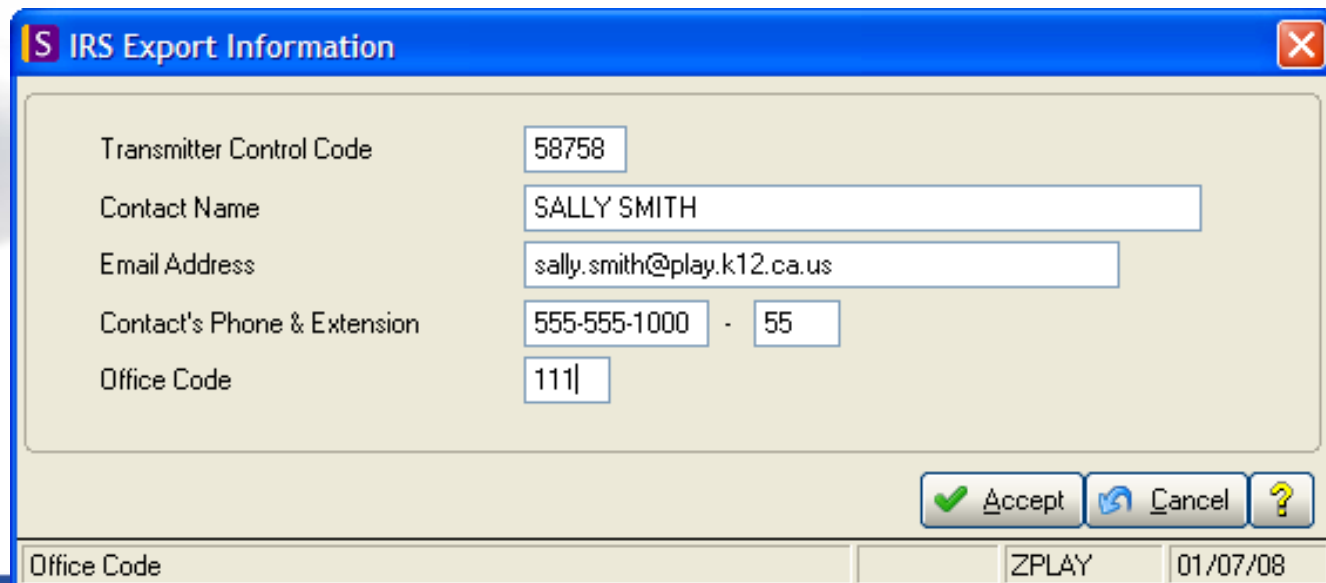
Filing Electronically

- Choose “IRS Export.”
- If 250 + vendors, the IRS **REQUIRES** electronic filing.
- Print sample form to ensure the data is stored correctly.
- Select the location to export the IRS information.



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 file by using this function from the 1099 menu.



The screenshot shows a software dialog box titled "IRS Export Information". It contains several input fields for payee information:

Transmitter Control Code	58758
Contact Name	SALLY SMITH
Email Address	sally.smith@play.k12.ca.us
Contact's Phone & Extension	555-555-1000 - 55
Office Code	111

At the bottom right of the dialog box are three buttons: "Accept" (with a green checkmark), "Cancel" (with a blue arrow), and a help button (with a question mark). Below the dialog box, a status bar shows "Office Code" as "ZPLAY" and the date "01/07/08".





Let's Walk Through It! Or Questions & Answers

