User Agency AASIS Vendor Report Running Instructions

Transaction ZFI_1099

Enter the vendor range: Accounts Payable Vendors are 100000000 thru 199999999

Enter your Business Area (4 digit Agency number – DFA is 0610)

Print Date: Start of the Tax Year thru the End of the Tax Year (1/01/11 thru 12/31/11)

Document Type: ZP, KZ and YR. These are the payment documents, <u>not</u> the invoices

Output File to Local PC: Leave blank to have the report go to your computer screen or enter a valid path and filename such as C:\Directory\Filename.txt to send the report to a text file on your computer.

Report Headings

1. Amount is the Gross Amount of the Payment to the Vendor

2. Vendor W. Tax Code is the Payment Type normally provided by the Vendor: 01-Rent, 03-Other, 06-Medical, 07- Non Employee Compensation, 14 – Gross Attorney Fees (new). If this Tax Code is spaces or 00, no 1099 will be produced even if payments were coded as taxable.

3. W.Tax Code – This is the tax code assigned automatically or chosen by the accounts payable clerk for the payment

4. W.Tax Base – This is the taxable amount for 1099 purposes. If the vendor is taxable and there is an amount in this column, it will be included in the 1099 threshold amount determination for sending a 1099.

5. W. Tax Exempt – This amount may indicate the improper choice of P1 discussed in the items to review. Generally speaking, the taxable amount should be increased by this amount.