

1099 E-File Configuration Settings

In this document are the instructions for generating 1099 files for E-Filing. The process will allow creation of your 1099 E-File for an individual branches, or for a consolidated branch for filing multiple branches.

1. **T record settings:** To set up the Transmitter information (lines starting with **T** in the generated 1099 E-File):

- Go to Organization > Organization Structure > Branches, select the Branch you need to create the 1099 E-File for and on the **General Info** tab, enter the Tax Registration ID.

New York ▾ Branches ★

VALIDATE ADDRESSES

* Branch ID: MAIN [search] Active

* Branch Name: New York

General Info | Delivery Settings | GL Accounts | Logo | Employees | 1099 Settings

MAIN CONTACT

Company Name: Rapid Byte Solutions Inc.

Attention: Incorporation

Email: contact@rapid-byte.com [email icon]

Web: www.rapid-byte.com [web icon]

LEGAL INFORMATION

Tax Registration ID: 12-3456789

Tax Exemption Number:

Entity Usage Type: [dropdown]

CONFIGURATION SETTINGS

- On the same screen, go to the **1099 Settings** tab and enter the Transmitter Control Code (TCC), that you have obtained from IRS prior to filing 1099 forms electronically:

New York ▾ Branches ★

VALIDATE ADDRESSES

* Branch ID: MAIN [search] Active

* Branch Name: New York

General Info | Delivery Settings | GL Accounts | Logo | Employees | 1099 Settings

E-FILING SETTINGS

Transmitter Control Code (TCC): 1A2BC

Combined Federal/State Filer

Foreign Entity

Contact Name: Jane Doe

Contact Telephone Number: 6141234567

Contact Email: jane@rapidbyte.com

Name Control: RBSC

- **Contact Name, Phone Number and Email** refer to the person that is responsible for E-Filing and will be used in the Transmitter record
- **Company Name** will be used as a **Transmitter's name**
- **Delivery Address** from **Delivery Settings** tab is used as a **Transmitter's address**

New York ▾ Branches ★

VALIDATE ADDRESSES

* Branch ID: Active

* Branch Name:

General Info | **Delivery Settings** | GL Accounts | Logo | Employees | 1099 Settings

DELIVERY CONTACT

Same as Main

Company Name:

Attention:

Email:

Web:

Phone 1:

Phone 2:

Fax:

SHIPPING INSTRUCTIONS

Tax Zone ID:

Shipping Rule:

DELIVERY ADDRESS

Same as Main

Validated

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

NOTE: All other fields on this record are generated by Acumatica

2. **A record settings:** To set up the Payee information (lines starting with **B** in the generated 1099 E-File):
 - **Name Control** is set up on the **1099 Settings** tab. This name is derived from the Payer’s legal name that is used by the Internal Revenue Service in processing the tax returns filed by the Payer.

New York ▾ Branches ★

VALIDATE ADDRESSES

* Branch ID: MAIN Active
 * Branch Name: New York

General Info | Delivery Settings | GL Accounts | Logo | Employees | 1099 Settings

E-FILING SETTINGS

Transmitter Control Code (TCC): 1A2BC
 Combined Federal/State Filer
 Foreign Entity

Contact Name: Jane Doe
 Contact Telephone Number: 6141234567
 Contact Email: jane@rapidbyte.com
 Name Control: RBSC

- **Phone** on this record comes from the **Delivery Settings** tab, Phone 1 field

New York ▾ Branches ★

VALIDATE ADDRESSES

* Branch ID: MAIN Active
 * Branch Name: New York

General Info | Delivery Settings | GL Accounts | Logo | Employees | 1099 Settings

MAIN CONTACT

Company Name: Rapid Byte Solutions Inc.
 Attention: Incorporation
 Email: contact@rapid-byte.com
 Web: www.rapid-byte.com
 Phone 1: +1 (777) 234-2200
 Phone 2: +1 (777) 234-2201
 Fax: +1 (777) 234-2210

LEGAL INFORMATION

Tax Registration ID: 98-7654321
 Tax Exemption Number:
 Entity Usage Type:

CONFIGURATION SETTINGS

Access Role: MAIN Users - MAIN Users
 Default Country: US - UNITED STATES

BASE CURRENCY SETTINGS (SHARED)

NOTE: All other fields on this record are generated by Acumatica

3. **B record settings:** To set up the Payee information (lines starting with **B** in the generated 1099 E-File):
 - **Vendor ID** is used as **Payer's Account Number for Payee** in this record.
 - **Payment Amount** is used from the **1099 Year Summary screen** and set on the right position according to the code use in the A record

New York - 1099 Year Summary

* Vendor: ARKTAK - Arktak Networks
 * 1099 Year: 2015
 * Branch: MAIN - New York

Box	Description	Amount
1	Rents	
2	Royalties	
3	Other Income	19,000.00
4	Federal Tax Withheld	
5	Fishing Boat Proceeds	
6	Medical and Health Care Payments	
7	Nonemployee Compensation	
8	Substitute Payments	
9	Direct Sales	
10	Crop Insurance Proceeds	
13	Excess Golden Parachute	
14	Gross Proceeds to Attorney	
16	State Tax Withheld	
18	State Income	
151	Section 409A Deferral	
152	Section 409A Income	

- Vendor Name is used for the First Payee Name Line field
- Address, City, Postal Code, Country is used from the Vendor record, Main Address fields

New York - Vendors

* Vendor ID: ARKTAK Status: Active Balance: 814,030.00
 * Vendor Name: Arktak Networks Prepayment Balance: 0.00

General Info | Payment Settings | Purchase Settings | Locations | Contacts | Attributes | GL Accounts | Mailing Settings

MAIN CONTACT

Company Name: Arktak Networks
 Attention:
 Email: networks@artak.com
 Web: www.artak.com
 Phone 1: +1 (777) 634-8787
 Phone 2: +1 (777) 634-8788
 Fax: +1 (777) 634-8789
 Account Ref.#:
 Parent Account:

FINANCIAL SETTINGS

* Vendor Class: LOCHW - Local Hardware Purchases
 Terms: 90D - 90 Days
 Currency ID: USD
 Curr. Rate Type: SPOT

VENDOR PROPERTIES

Landed Cost Vendor
 Vendor is Tax Agency
 1099 Vendor
 Foreign Entity
 FATCA

MAIN ADDRESS

Validated
 Address Line 1: 1 Kalisa Way
 Address Line 2:
 City: Paramus
 * Country: US - UNITED STATES
 State: NJ - NEW JERSEY
 Postal Code: 07652

- 4. **C record settings:** Software generated, no system setup required
- 5. **F record settings:** Software generated, no system setup required

NOTE: The Foreign Entity Indicator and Combined Federal/State Filing program fields needed for the **T** and **A** records, if applicable, need to be marked on the **1099 Settings** tab

New York ▾ Branches ★

VALIDATE ADDRESSES

* Branch ID: MAIN Active

* Branch Name: New York

General Info | Delivery Settings | GL Accounts | Logo | Employees | **1099 Settings**

E-FILING SETTINGS

Transmitter Control Code (TCC): 1A2BC

Combined Federal/State Filer

Foreign Entity

Contact Name: Jane Doe

Contact Telephone Number: 6141234567

Contact Email: jane@rapidbyte.com

Name Control: RBSC

After the configuration setup, go to Account Payables > Processes > 1099 – MISC-E-FILE > Create E-File (screen AP507500):

New York ▾ Create E-File ★

PROCESS PROCESS ALL VIEW 1099 SUMMARY

* Branch: MAIN

* 1099 Year: 2015

Prior Year

Correction File

Last Filing

Direct Sales only

Test File

Vendor	Vendor Name	Amount	Tax Registration ID
<input type="checkbox"/> ARKTAK	Arktak Networks	19,000.00	

If **Multi-Branch Support** is enabled on the Enable/Disable Features screen

