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.

C New York - Branches ★							
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* Branch ID:	MAIN P	☑ Active					
* Branch Name:	New York						
General Info Delivery Setting	gs GL Accounts Logo Employees 10	99 Settings					
MAIN CONTACT							
Company Name:	Rapid Byte Solutions Inc.	Tax Registration ID: 12-3456789					
Attention:	Incorporation	Tax Exemption Number:					
Email:	contact@rapid-byte.com	Entity Usage Type:					
Web:	www.rapid-byte.com	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:

C New York - Branches ★								
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* Branch ID:	MAIN p Active							
* Branch Name:	New York							
General Info Delivery Setting	igs 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 Numbe	er: 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

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C New York - Bi	ranches ★				
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* Branch ID:	MAIN	A 🛛	ctive		
* Branch Name:	New York				
		4000 0			
General Into Delivery Sett	ings GL Accounts Logo Employees	1099 Settings			
DELIVERY CONTACT -			PING INSTRUCTIONS		
	🖉 Same as Main	Тах	Zone ID:		P
Company Name:	Rapid Byte Solutions Inc.	Ship	ping Rule:	Cancel Remainder	Ŧ
Attention:	Incorporation				
Email:	contact@rapid-byte.com	\bowtie			
Web:	www.rapid-byte.com	⊡→			
Phone 1:	+1 (777) 234-2200				
Phone 2:	+1 (777) 234-2201				
Fax:	+1 (777) 234-2210				
DELIVERY ADDRESS -					
	🕼 Same as Main				
	Validated				
Address Line 1:	777 West 21st St.				
Address Line 2:	#10-01 Lucky Numbers Building				
City:	New York				
Country:	US - UNITED STATES	R			
State:	NY - NEW YORK	R			
Postal Code:	10010 VIEW ON MAP				

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.

O New York - Branches ★							
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* Branch ID		MAIN			م Active		
* Branch Na	ime:	New York					
General Info	Delivery Setting	gs GL Accounts	Logo	Employees	1099 Settings		
E-FILING SI	ETTINGS ——						
Transmitte	er Control Code (TCC): 1A2BC					
		Comb 🔄	ined Fe	deral/State File	er		
		🔲 Foreig	n Entity				
Contact N	ame:	Jane D	pe				
Contact Te	elephone Number	r: 614123	4567				
Contact E	mail:	jane@r	apidbyte	.com			
Name Cor	ntrol:	RBSC					

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

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* Branch ID:	MAIN	✓ Active		
* Branch Name:	New York			
General Info Delivery Settin	ngs GL Accounts Logo Employees	1099 Settings		
MAIN CONTACT				
Company Name:	Rapid Byte Solutions Inc.	Tax Registration ID:	98-7654321	
Attention:	Incorporation	Tax Exemption Number:		
Email:	contact@rapid-byte.com	Entity Usage Type:		
Web:	www.rapid-byte.com	CONFIGURATION SETTING	SS	
Phone 1:	+1 (777) 234-2200	Access Role:	MAIN Users - MAIN Users D	
Phone 2:	+1 (777) 234-2201	Default Country:	US - UNITED STATES	æ
Fax:	+1 (777) 234-2210	BASE CURRENCY SETTIN	IGS (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

C	Ne	w York	(+ 10	99 Ye	ar Su	mmary	*		
с	r	ĸ	<	>	Я	REPOR	TS -	↔	X Y
* V(endor		ARKTA	K - Ark	tak Net	works	Q		
* 10	099 Y	ear:	2015				Q		
* B	ranch		MAIN -	New Y	ork		Q		
8	Box	Descript	ion						Amount
	1	Rents							
	2	Royaltie	5						
>	3	Other In	come						19,000.00
	4	Federal	Tax With	heid					
	5	Fishing	Fishing Boat Proceeds						
	6	Medical	Medical and Health Care Payments						
	7	Nonemp	Nonemployee Compensation						
	8	Substitu	Substitute Payments						
	9	Direct S	Direct Sales						
	10	Crop Insurance Proceeds							
	13	Excess Golden Parachute							
	14	Gross Proceeds to Attorney							
	16	State Tax Withheld							
	18	State In	come						
	151	Section	409A De	ferral					
	152	Section	409A Inc	ome					

- 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

* Vendor ID:	ARKTAK	Q	Statu	a: Activ	/e –	Balance:	814,030	.00
* Vendor Name:	dor Name: Arktak Networks					Prepayment E	Balance: 0	.00
eneral Info Payment S	ettings Purchase Settings Loc	cations C	ontacts	Attributes	GL Accounts	Mailing Settings		
Main Contact				FINANCIA	L SETTINGS -			
Company Name:	Arktak Networks			* Vendor C	lass:	LOCHW - Loca	ا Hardware Purchases	e
Attention:				Terms:		90D - 90 Days	۶) 🖉
Email:	networks@arktak.com	1	\boxtimes	Currency	ID:	USD ,0	Enable Currency C	verride
Web:	www.arktak.com		₽	Curr. Rat	e Type :	SPOT ,0	Enable Rate Overri	de
Phone 1:	+1 (777) 634-8787			VENDOR	PROPERTIES -			
Phone 2:	+1 (777) 634-8788					Landed Cost	Vendor	
Fax:	+1 (777) 634-8789					Vendor is Tax Agency		
Account Ref.#:						▼ 1099 Vendor		
Parent Account:			P	1099 Box	C			·
MAIN ADDRESS -						🕅 Foreign Entity	/	
	Validated					FATCA		
Address Line 1:	1 Kalisa Way							
Address Line 2:								
City:	Paramus							
Country:	US - UNITED STATES		ρ					

- 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

O New York - Branches ★							
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* Branch ID:	MAIN p ZActive						
* Branch Name:	New York						
General Info Delivery Settin	gs GL Accounts Logo Employees 1099 Settings						
E-FILING SETTINGS							
Transmitter Control Code	(TCC): 1A2BC						
	Combined Federal/State Filer						
Contact Name:	Jane Doe						
Contact Telephone Numbe	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):



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

O New York - Enable/Disable Features ★	
MODIFY ENABLE	
Status: Validated	
✓ Standard Financials	
⊡ Multi-Branch Support	
✓ Business Account Locations	
J Multi-Currency Accounting	
Volume Pricing	
	Owner York - Enable/Disable Features ★ MODIFY ENABLE Status: Validated Ø Finance Ø Standard Financials Ø Multi-Branch Support Ø Business Account Locations Ø Multi-Currency Accounting Ø Volume Pricing

You will be able to select the branch you want to run the E-File from. If you are creating a single file for multiple branches, then you'll be able to select the Consolidated Branch too.

This is a sample of a generated 1099 E-File:

1099-MISC-1 - Notepad	at Medi	
File Edit Format View Help		
T2015 9876543211A2BC Jane Doe Rapid Byte Solutions Inc.	777 West 21st St.#10-01 Lucky Numbers BuNe	ew York 4
NY10010 00000001Jane Doe 6141234567 jane@rapidbyte.com	0000001	VProject X, Inc. (Acumatica)
4030 Lake Washington Blvd NE Suite 100 Kirkland WA98033 Acumatica Support	7038737570	
A2015 987654321RBSC A 12345678ABCDE Rapid Byte Solutions Inc.	0777 West 21st St.#10-01 Lucky Numbers BuNew York NY	10010 17772342200
	0000002	
B2015 1 ARKTAK		
000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
00 ArktakNetworks 1 Kalisa Way	Paramus NJ07652 000	00003
	000000000000000000000000000000000000000	
C0000001		
000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
000000000000000000000000000000000000000	00000000000004	
F0000001000000000000000000000000000000		
	0000005	

Printing 1099 MISC Forms

Attached customization includes the changes for filling the 1099 Misc Forms and are aligned to print on Pre Printed stationary.

Click on Edit Report on screen ID AP653000 to open the report file in Acumatica Report Designer.

Fields on the report can be moved up and down for minor alignment issues.