

2009 1099 Processing Webinar – Q & A

Q: Why would the paid amount be wrong?

A: There are a couple of reasons why paid amounts would be incorrect.

1. If an invoice was paid using the wrong object code, the amount will need to be adjusted.
2. If there's a duplicate Vendor and amounts will need to be combined.
3. If a Vendor was paid out of a Bank Account which is NOT in Escape.

If you need assistance making adjustments, please contact Escape Customer Care.

Q: Why /when do you use un-print?

A: If you find an error after a 1099 has been printed, you will need to unprint and fix the error. Use the Unprint task in the Finance – Processes – Tax Reporting – Vendor 1099 activity. 1099s can be unprinted at any time AFTER you have printed 1099s in Escape Online 5 but BEFORE you have sent the file to the IRS.

Q: What is the purpose of the vendor import file?

A: If you were not using Escape Online for the entire calendar year, manually issued checks for any reason, or need to include payments from your student body, charter schools or other entities, you will want to import payments to vendors. Escape Online will add the imported dollar amount to the amounts entered in Escape Online to get the total paid to each vendor.

The vendor code and total reportable 1099 payments for each vendor should be exported from the prior system and put into a comma delimited ASCII file using the following layout:

```
OrgId, CalendarYear, VendorId, AmtEGPPIImport, AmtGPPAImport,  
AmtMedHealthImport, AmtNonEmpImport, AmtOtherImport,  
AmtRentsImport, AmtRoyaltyImport, AmtSITImport, EINFederal
```

- One file per organization.
- Org Id must match the Org Id as defined in the Organization record.
- The vendor MUST exist in the Escape Online database.
- One line per vendor.
- Only enter an amount in the column(s) that apply to that vendor.
- The EINFederal is only needed if you have multiple tax Ids.
- Only two decimals will import, with the last decimal rounding to the nearest penny.

TIP: For your convenience, we created a template that you may use and placed it on our web site:
<http://www.escapetech.com/documents/1099templ.csv>.

Q: Do you know if there is a requirement for instructions to be printed on the back? How does the software know which form I'm using?

A: There is no setup required within the software to "tell" it which form you are using. The format for

the forms is the same. The only difference is the type of paper. Here are the supported forms for 1099s:

- 3-up Blank 1099-Misc Perforation (TF5173)
- 3-up Blank 1099-Misc Pressure Seal (TF5501)

When you get the form the instructions will already be printed on the back, so you are good there, too. Here's an example:

<http://btobprinting.btobsource.com/enduser/products/largerView.jsp?caption=TF5501%2C+1099-Misc+Blank+-+Pressure+Seal&url=%2FUS01%2Fecatimages%2Ffull%2FTF5501.jpg>

Q: On the 1099 form there is a box entitled Account Number (optional); is there a way to tell the software to print the Vendor Id number in this field?

A: Yes there is. In the Organization record, there's a flag called "Print Account Option". One of the choices is Code 2, "Print Vendor ID".

Q: I'm an All Org user. Why are all the Orgs displaying zero's for their totals in the 1099 Reporting Activity?

A: That's because the Org's (Districts) have not loaded the 1099 information from the Vendor 1099 Activity.