1099 Information Session

December 5, 2024 11am-12pm



Presenters

Gwen Earp, Business Systems Manager

Crystal Cole, Business Systems Analyst

Jennifer Pacheco, Audit, Risk & Compliance Services Director

Kathleen Tolbert, Tax and Cost Allocation Specialist Lead



Agenda

- •Welcome
- •NCFS 1099 Security Roles
- •NCFS 1099 Maintenance Report Information
- •1099 Codes on Invoices in NCFS
- •NCFS QRG Training Links
- •1099 Deadlines and Dates
- Agency questions





NCFS 1099 Security Roles

Gwen Earp

NCFS 1099 Security Roles

NC AP Tax Reports JR

- Security role to view and print the 1099 reports under the Tax reports folder in NCFS.
 - RPTAP017-1099 MISC report (1099 MISC forms)
 - RPTAP018-1099 G report (1099 G forms)
 - RPTAP019-1099 NEC report (1099 NEC forms)
 - RPTAP022-1099 Maintenance Report

Report Path: Shared Folders>Custom>FBR Custom>Report>Accounts

Payable>Tax Reports

- Tax Reports
- NC 1099 G Report (RPTAP018)
- NC 1099 Invoice Maintenance Report (RPTAP022)
- NC 1099 MISC Report (RPTAP017)
- NC 1099 NEC Report (RPTAP019)



1099 Security Roles

NC AP Invoice Management

• Security role to enter and maintain invoices with the appropriate 1099 codes.

NC AP Agency Payment Management

• Security role to pay the 1099 invoices.





Crystal Cole

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RPTAP022-1099 Maintenance Report – Key Columns

- NCFS		Ne	orth Carolina I	Financial	System																					
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	Press.																									
		NC Invo	oice Maintenano		RPT-AP-02	22)																				
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al Entity	NC OFFICE OF THE STATE CONTROLLER																									
iness Unit	1400 OFFICE OF THE STATE																									
	CONTROLLER																									
99 Original Payment From Date	01/01/2024																									
99 Original Payment To Date	12/31/2024																									
tural Account Range	All	Can narrow down to Can narrow down to																								
plier Number 19 Correction: Payment From Date	All	Leave blank to retur	specific suppliers in a only original 1099.	invoices																						
99 Correction: Payment To Date		Leave blank to retur	n only original 1000	invoices																						
contection in a state of bate																										
Legal Eatity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier Number	Supplier Tax Id	Supplier Site	Supplier Site Income Tax Reporting	Invoice Number	Invoice Source	Invoice Date	Invoice Line Number		Invoice Line Income Tax Type	Invoice Accounted Fing	Invoice Correction Flag	Distribution Line Number	Distribution Amount	Distribution Income Tax Type	Distribution Natural Account	Natural Account Description	Withheld Amount	Supplier Income Tax Reporting Site Address	Federal Withholding Amount	Federal Withholding Code	Payment Date	e Payme Numb
	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Test Supplier 1	166490	12345678	9 R.14PT.22	Y	2024 1099 Invoice 1	Manual invoice entry	08/14/2024	1	\$ 12,253.00	GOV 6	Y	N	1	\$ 12,253.00	GOV 6	55900000	OTHER EXPENSES		560 ODOMS CHAPEL RD, BAKERSVILLE,	\$ 0.00		08/16/202	14 11
OFFICE OF THE STATE	1400 OFFICE OF THE STATE	00000000000	1099 Test Supplier 2	166490		9 R.14PT.ZZ		2024 1099 Invoice 2		08/21/2024		\$ 11,608.00	00016			÷ .	\$ 11,608.00	0000	55900000	OTHER		NC 28705 560 ODOMS	\$0.00		08/23/202	4 15
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		Agency/Legal		Supplier									This is the				This will be	1099 code	Use to		Will	NC 28705	Will populate	Will populate		-
		Entity Tax ID as		TIN									1099 code				the amount	must	account to		populate if		if invoice	Federal		
		Reporter											at the line				included on	exists in	help		invoice had			withholding		
													level.		T		the 1099 for	this	determine if		State or		withholding	code if		
													1099 code				the code	column to	the invoice		Federal			applicable		

Key fields

- Supplier name/number
- Invoice Line Income Tax type
- Invoice Distribution Tax type
- Filter suggestions
 - Service accounts
 - Suppliers without Inc
 - Source for interfaced invoices



RPTAP022-1099 Maintenance Report-Original 1099 Invoices

Summary

IC OFFICE OF THE STATE

C OFFICE OF THE STATE

NTROLLER

ON'TROLLER

1400 OFFICE OF THE STATE

1400 OFFICE OF THE STATE

CONTROLLER

ONTROLLER

• 1099 Original Payment From and To date parameters for the 1099 original invoices

987654321 1099 Supplier 11

987654321 1099 Supplier 12

• 1099 Correction Payment From and To date parameters will remain blank to return only 1099 original 1099 invoices

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- NC	ECA	North Carolina Financial							
		Office of State Controller							
	23-04								
		NC Invoice Maintenance Report							
		12/02/2024 03:46:56 PM							
		**Please note that this report contains sensitive							
Parameters									
egal Entity	NC OFFICE OF THE STATE CONTROLLER								
Business Unit	All	7							
099 Original Payment From Date	01/01/2024	1099 Calendar year payment from date							
099 Original Payment To Date	12/31/2024	1099 Calendar year payment to date							
Vatural Account Range	All								
upplier Number	All								
99 Corrections Payment From Date		Leave blank to return only original 1099 invo							
099 Corrections Payment To Date		Leave blank to return only original 1099 invo	ices						
Legal Entity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier Number	Supplier Tax ID	Income Tax Type	1099 Original Invoices Amount	1099 Corrections Invoices Amount	Total Amount
NC OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 1	203975	111111111	MISC3	\$ 36.00	\$ 0.00	\$ 3
ONTROLLER	CONTROLLER			205510					
IC OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 2						
				205510	2222222222	DAU/AR	\$ 3,000.00	\$ 0.00	\$ 3,00
	CONTROLLER								\$ 3,00
NC OFFICE OF THE STATE	1400 OFFICE OF THE STATE		1099 Supplier 3	148104	3333333333		\$ 3,000.00 \$ 5,000.00	\$ 0.00	
IC OFFICE OF THE STATE	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 3	148104	333333333	DAU/AR	\$ 5,000.00	\$ 0.00	\$ 5,00
NC OFFICE OF THE STATE CONTROLLER NC OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321				DAU/AR			\$ 3,00 \$ 5,00 \$ 16
NC OFFICE OF THE STATE CONTROLLER NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE	987654321 987654321	1099 Supplier 3	148104	333333333	DAU/AR DAU/AR	\$ 5,000.00	\$ 0.00	\$ 5,00 \$ 16
NC OFFICE OF THE STATE CONTROLLER CONTROLLER CONTROLLER CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER	987654321 987654321 987654321	1099 Supplier 3 1099 Supplier 4 1099 Supplier 5	148104	3333333333 444444444 55555555555	DAU/AR DAU/AR GOV 6	\$ 5,000.00 \$ 160.00	\$ 0.00 \$ 0.00	\$ 5,00
IC OFFICE OF THE STATE ONTROLLER IC OFFICE OF THE STATE ONTROLLER IC OFFICE OF THE STATE ONTROLLER IC OFFICE OF THE STATE	1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE	987654321 987654321 987654321	1099 Supplier 3 1099 Supplier 4	148104	3333333333 4444444444 55555555555	DAU/AR DAU/AR GOV 6	\$ 5,000.00 \$ 160.00	\$ 0.00 \$ 0.00	\$ 5,00 \$ 16 \$ 14,12
IC OFFICE OF THE STATE ONTROLLER IC OFFICE OF THE STATE ONTROLLER IC OFFICE OF THE STATE ONTROLLER IC OFFICE OF THE STATE ONTROLLER	1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER	987654321 987654321 987654321 987654321 987654321	1099 Supplier 3 1099 Supplier 4 1099 Supplier 5 1099 Supplier 6	148104 122802 211617 145150	333333333 4444444444 5555555555 6666666666	DAU/AR DAU/AR GOV 6 GOV 6	\$ 5,000.00 \$ 160.00 \$ 14,126.00 \$ 27,216.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 5,00 \$ 16 \$ 14,12 \$ 27,21
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	1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER	987654321 987654321 987654321 987654321 987654321 987654321 987654321	1099 Supplier 3 1099 Supplier 4 1099 Supplier 5 1099 Supplier 6 1099 Supplier 7 1099 Supplier 8	148104 122802 211617 145150 146692 144953	3333333333 4444444444 555555555 6666666666	DAU/AR DAU/AR GOV 6 GOV 6 GOV 6 DAU/AR MISC3	\$ 5,000.00 \$ 160.00 \$ 14,126.00 \$ 14,126.00 \$ 14,126.00 \$ 12,216.00 \$ 1,312.00 \$ 320.00 \$ 320.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 5,00 \$ 16

146753

1005111154 DAU/AR

2244554454 DAU/AR

\$ 534.50

\$ 165.0

\$ 534.50

\$ 165.00

\$ 0.00

\$ 0.00

RPTAP022-1099 Maintenance Report-Original 1099 Invoices

<u>Detail</u>

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	All		specific suppliers if																							
Payment From Date		Leave blank to return	rn only original 1099	invoices																						
Payment To Date		Leave blank to retui	rn only original 1099	invoices																						
Legal Entity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier	Supplier Tax Id	Supplier Site	Supplier Site	Invoice Number	Invoice Source	Invoice Date	Invoice Line Number	Invoice Line Amount	Invoice Line	Invoice	Invoice Correction	Distribution	Distribution	Distribution	Distribution	Natural Account	Withheld Amount	Supplier Income	Federal	Federal Withholding	Payment Date	Paymer
				Number			Income Tax																			
													Income Tax	Accounted Flag	Flag	Line	Amount	Income Tax	Natural Account	Description		Tax Reporting Site	Withholding	Code		Number
							Reporting						Income Tax Type	Accounted Flag	Flag	Line Number	Amount	Income Tax Type	Natural Account	Description		Tax Reporting Site Address	Withholding Amount			Number
2 STATE	1400 OFFICE OF THE STATE	987654321	1099 Test Supplier 1		123456789	R 14PT 22		2024 1099 Invoice 1	Manual invoice entry	08/14/2024		\$ 12 253 0	Туре	Accounted Flag	Flag			Туре				Address	Amount			
IE STATE	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Test Supplier 1	166490	123456785	R.14PT.22	Reporting	2024 1099 Invoice 1	Manual invoice entry	08/14/2024		\$ 12,253.00	Туре	Accounted Fing	Flag		Amount \$ 12,253.00	Туре	Natural Account		\$ 0.00				08/16/202	
IE STATE		987654321	1099 Test Supplier 1		123456789) R.14PT.22	Reporting	2024 1099 Invoice 1	Manual invoice entry	08/14/2024	1	\$ 12,253.00	Туре	Accounted Flag	Fing			Туре		OTHER	\$ 0.00	Address 560 ODOMS CHAPEL RD, BAKERSVILLE,	Amount			
	CONTROLLER			166490			Reporting						Type GOV 6	Accounted Flag	Fing		\$ 12,253.00	Туре 0 GOV 6	5590000	OTHER EXPENSES	\$ 0.00	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705	Amount S 0.00		08/16/202	4 1825
	CONTROLLER 1400 OFFICE OF THE STATE		1099 Test Supplier 1 1099 Test Supplier 2			R.14PT.22	Reporting		Manual invoice entry	08/14/2024	1	\$ 12,253.00	Type GOV 6	Accounted Flag	Fing N N			Туре 0 GOV 6		OTHER EXPENSES OTHER	\$ 0.00 \$ 0.00	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS	Amount			4 182
	CONTROLLER			166490			Reporting				1		Type GOV 6	Accounted Flag Y Y	Flag N N		\$ 12,253.00	Туре 0 GOV 6	5590000	OTHER EXPENSES	\$ 0.00 \$ 0.00	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS CHAPEL RD,	Amount S 0.00		08/16/202	4 1829
	CONTROLLER 1400 OFFICE OF THE STATE			166490			Reporting				1		Type GOV 6	Accounted Flag	Fing N N		\$ 12,253.00	Туре 0 GOV 6	5590000	OTHER EXPENSES OTHER	\$ 0.00 \$ 0.00	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS	Amount S 0.00		08/16/202	4 182
	CONTROLLER 1400 OFFICE OF THE STATE	987654321 Agency/Legal		166490 166490 Supplier			Reporting						Type GOV 6 GOV 6 This is the	Y Y	Fing N		\$ 12,253.00 \$ 11,608.00 This will be	Type 0 GOV 6 0 GOV 6	55900000 55900000 Use to	OTHER EXPENSES OTHER	\$ 0.00 \$ 0.00 Will	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS CHAPEL RD, BAKERSVILLE,	Amoust S 0.00 S 0.00 Will populate	Code Will populate	08/16/202	4 182
	CONTROLLER 1400 OFFICE OF THE STATE	987654321 Agency/Legal Entity Tax ID as		166490			Reporting				1		Type GOV 6 GOV 6 This is the 1099 code	Y Y	Flag N		\$ 12,253.00 \$ 11,608.00 This will be the amount	Type 0 GOV 6 0 GOV 6 1099 code must	55900000 55900000 Use to account to	OTHER EXPENSES OTHER	S 0.00 S 0.00 Will populate if	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS CHAPEL RD, BAKERSVILLE,	Amount S 0.00 S 0.00 Will populate if invoice	Code Will populate Federal	08/16/202	4 182
	CONTROLLER 1400 OFFICE OF THE STATE	987654321 Agency/Legal		166490 166490 Supplier			Reporting						Type GOV 6 GOV 6 This is the 1099 code at the line	Y Y	Flag N N		\$ 12,253.00 \$ 11,608.00 This will be the amount included on	Type 0 GOV 6 0 GOV 6 1099 code must exists in	55900000 55900000 Use to account to help	OTHER EXPENSES OTHER	S 0.00 S 0.00 Will populate if invoice had	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS CHAPEL RD, BAKERSVILLE,	Amount S 0.00 S 0.00 Will populate if invoice had Federal	Code Will populate Federal withholding	08/16/202	4 183
THE STATE	CONTROLLER 1400 OFFICE OF THE STATE	987654321 Agency/Legal Entity Tax ID as		166490 166490 Supplier			Reporting						Type GOV 6 GOV 6 This is the 1099 code	Y Y	Fing N		\$ 12,253.00 \$ 11,608.00 This will be the amount	Type 0 GOV 6 0 GOV 6 1099 code must	55900000 55900000 S5900000 Use to account to help determine if	OTHER EXPENSES OTHER	S 0.00 S 0.00 Will populate if	Address 560 ODOMS CHAPEL RD, BAKERSVILLE, NC 28705 560 ODOMS CHAPEL RD, BAKERSVILLE,	Amount S 0.00 S 0.00 Will populate if invoice	Code Will populate Federal	08/16/202	4 1829



RPTAP022-1099 Maintenance Report-Original & Correction 1099 Invoices

Summary

- 1099 Original Payment From and To date parameters for the 1099 original invoices
- 1099 Correction Payment From and To date parameters for the 1099 correction invoices to correct the original 1099s. (Corrections Payment dates will be 1/1/20XX-3/31/20XX for the year after the original 1099 invoice payment dates)



North Carolina Financial Office of State Controller NC Invoice Maintenance Report (RPT-AP-022) 12/03/2024 07:30:17 AM

**Please note that this report contains sensitive

Parameters		
Legal Entity	NC OFFICE OF THE STATE	
	CONTROLLER	
Business Unit	All	
1099 Original Payment From Date	1/1/2023	1099 Calendar year payment from date
1099 Original Payment To Date	12/31/2023	1099 Calendar year payment to date
Natural Account Range	All	
Supplier Number	All]
1099 Correction Payment From Date	01/01/2024	1099 Correction invoices payment from date
1099 Correction Payment To Date	03/31/2024	1099 Correction invoices navment to date

Legal Entity	 Business Unit 	Business Unit Tax ID 💌	Supplier Name 🔻	Supplier Numbe 🗸	Supplier Tax ID 🔻	Income Tax Type 🔻	1099 Original Invoices Amour 💌	1099 Corrections Invoices 💌	Total Amount 💌
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE	566000732	1099 Supplier 1	145085	123456789	MISC 6	\$ 10,276.00	\$ (10,276.00)	\$ 0.00
	CONTROLLER								
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE	566000732	1099 Supplier 2	145086	245678901	GOV 6	\$ 0.00	\$ 10,276.00	\$ 10,276.00
	CONTROLLER								

RPTAP022-1099 Maintenance Report-Original & Correction 1099 Invoices

<u>Detail</u>

<u>NCFS</u>																	
Parameters																	
Legal Entity	NC OFFICE OF THE STATE CONTROLLER	1															
Business Unit	All	-															
099 Original Payment From Date	01/01/2023																
099 Original Payment To Date	12/31/2023																
Natural Account Range	All																
Supplier Number	All	-															
1099 Correction Payment From Date	01/01/2024																
1099 Correction Payment To Date	03/31/2024																
Legal Entity	Business Unit	Invoice Date	Invoice Line Number	Invoice Line Amount	Invoice Line Income Tax Type		Invoice Correction Flag	Distributio n Line	Distribution Amount	Distribut ion	Distributio n Natural	Natural Account Description	Withheld Amount	Supplier Income Tax Reporting Site Address	Federal Withholdi	Federal Withholding	Payment Date
			Ŧ	•	-	Flag	-	Number T	¥	Income Tax Type	Account		.		ng Amount	Code	*
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	10/09/2023	v	\$ 3,594.00	DAU/AR	Flag T	v N	Number •	\$ 3,594.00	Tax Type	-	OTHER EXPENSES		560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705	-	Code v	▼ 11/15/2023
IC OFFICE OF THE STATE CONTROLLER		 • • • •	• 1 2	\$ 3,594.00 \$ 3,906.00	-	Y Y Y	N N	Number	-	Tax Type ▼ DAU/AR	559000000	OTHER EXPENSES OTHER EXPENSES	\$ 0.00		Amount	Code •	
IC OFFICE OF THE STATE CONTROLLER	CONTROLLER 1400 OFFICE OF THE STATE		• 1 2 2		DAU/AR	Flag Y Y Y Y Y	N N Y	Number	\$ 3,594.00	Tax Type v DAU/AR DAU/AR	▼ 559000000 559000000		\$ 0.00 \$ 0.00	BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD,	Amount * \$ 0.00	Code v	11/15/2023
	CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE	10/09/2023 03/26/2024 11/08/2023	* 1 2 2 1	\$ 3,906.00 \$ (7,500.00) \$ 2,776.00	DAU/AR DAU/AR DAU/AR	Flag Y Y Y Y Y Y Y	N N Y N	Number	\$ 3,594.00 \$ 3,906.00 \$ (7,500.00) \$ 2,776.00	Tax Type V DAU/AR DAU/AR DAU/AR DAU/AR	▼ 559000000 559000000 559000000 559000000	OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES	\$ 0.00 \$ 0.00 \$ 0.00	BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705	Amount \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	Code •	11/15/2023 03/27/2024 11/15/2023
IC OFFICE OF THE STATE CONTROLLER IC OFFICE OF THE STATE CONTROLLER IC OFFICE OF THE STATE CONTROLLER	CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE	10/09/2023 03/26/2024 11/08/2023 03/26/2024	* 1 2 2 1 1 2	\$ 3,906.00 \$ (7,500.00)	DAU/AR DAU/AR DAU/AR	Y Y Y Y Y Y Y Y Y Y	N N Y N Y	Number	\$ 3,594.00 \$ 3,906.00 \$ (7,500.00)	Tax Type V DAU/AR DAU/AR DAU/AR DAU/AR	▼ 559000000 559000000 559000000 559000000 559000000 559000000	OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD,	Amount \$ 0.00 \$ 0.00 \$ 0.00	Code v	11/15/2023 03/27/2024 11/15/2023 03/27/2024
IC OFFICE OF THE STATE CONTROLLER	CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE	10/09/2023 03/26/2024 11/08/2023	1 2 2 1 2 1	\$ 3,906.00 \$ (7,500.00) \$ 2,776.00	DAU/AR DAU/AR DAU/AR DAU/AR	Flag Y Y Y Y Y Y Y Y Y Y Y Y Y Y	N N Y N Y Y	Number 1 1 1 1 1 1 1 1 1 1 1 1	\$ 3,594.00 \$ 3,906.00 \$ (7,500.00) \$ 2,776.00	Tax Type V DAU/AR DAU/AR DAU/AR DAU/AR DAU/AR	▼ 559000000 559000000 559000000 559000000 559000000 559000000 559000000	OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705 560 ODOMS CHAPEL RD,	Amount \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	Code v	▼ 11/15/2023 11/15/2023 03/27/2024 11/15/2023 03/27/2024 03/27/2024 03/27/2024



1099 Codes on Invoices in NCFS

Crystal Cole

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### **1099 Codes Creating Invoices in NCFS**

To update 1099 code when entering invoice

- Under lines section, scroll to Income Tax section and under Type chose the appropriate 1099 code.
- If Income Tax column is not visible, under the Line section click View then Columns and add income tax type column.

| Create Invoice: ⑦                                                                                                                                                                                                                                                          |                    |                           |                                                              |        |           |             |          |           |            |                   | Invoice Actions                                                               | <ul> <li>Save and</li> </ul> | Create Next Sa         | ve <u>S</u> ave and Clo | se <u>C</u> ancel |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|--------------------------------------------------------------|--------|-----------|-------------|----------|-----------|------------|-------------------|-------------------------------------------------------------------------------|------------------------------|------------------------|-------------------------|-------------------|
| ▲ Invoice Header Show More                                                                                                                                                                                                                                                 |                    |                           |                                                              |        |           |             |          |           |            |                   |                                                                               |                              |                        |                         |                   |
| Identifying PO<br>* Business Unit 1400 OFFICE OF THE STAT<br>* Supplier Number 100123<br>* Supplier Number 100123<br>* Supplier Site R: 14PT.01<br>* Legal Entity NC OFFICE OF THE STATE<br>Invoice Group<br>Ver V + X 7 Fr 20 Detach Allocate V Cancel Line Distributions |                    |                           | * Number Train<br>* Amount USD<br>* Type Stan<br>Description | ✓ 10   | 2.00<br>V |             |          |           | ١          |                   | * Date<br>* Payment Terms<br>* Terms Date<br>Requester<br>Attachments<br>Note | 11/4/24<br>None 🕂            |                        |                         |                   |
| About This Record A Reference Tax Purchase Order Income Tax Asset Project                                                                                                                                                                                                  |                    |                           |                                                              |        |           |             |          |           | • •        |                   |                                                                               |                              |                        |                         |                   |
| Columns Show All                                                                                                                                                                                                                                                           |                    | ]                         |                                                              |        |           |             |          |           |            |                   | ]                                                                             |                              |                        |                         |                   |
| Unfreeze Reference<br>Detach ✓ Details                                                                                                                                                                                                                                     |                    | Tax                       |                                                              |        |           | rchase Orde |          |           | Income Tax | Asset<br>Track as | Project                                                                       |                              | Project<br>Expenditure | Expenditure             | Exp               |
| Sort Project iption                                                                                                                                                                                                                                                        | Tax Classification | Ship-to Location          | Withholding                                                  | Number | Line      | Schedule    | Quantity | Unit Pric | е Туре     | Asset             | Number                                                                        | Task Number                  | Item Date              | Туре                    | Org               |
| Reorder Columns                                                                                                                                                                                                                                                            | •                  | 1400OSCNI-1410 -          | •                                                            | •      | v.        | Ŧ           |          |           | DAU/AR 👻   |                   | Q                                                                             |                              | . 11/4/24              |                         |                   |
| Query By Example Asset                                                                                                                                                                                                                                                     |                    | · 1400OSCNI-1410 MAIL SEP | R                                                            |        |           |             |          |           | DAU/AR     | _                 |                                                                               |                              | 11/4/24                |                         |                   |
| 3 Item Income Tax Region                                                                                                                                                                                                                                                   |                    | . 1400OSCNI-1410 MAIL SER | R                                                            |        |           |             |          |           | DAU/AR     | _                 |                                                                               |                              | . 11/4/24              |                         |                   |
| 4 Item Multiperiod Accounting V Type                                                                                                                                                                                                                                       |                    | . 1400OSCNI-1410 MAIL SEP | R                                                            |        |           |             |          |           | DAU/AR     | _                 |                                                                               |                              | . 11/4/24              |                         |                   |
| 5 Item Overlay                                                                                                                                                                                                                                                             |                    | 1400OSCNI-1410 MAIL SER   | R                                                            |        |           |             |          |           | DAU/AR     | _                 |                                                                               |                              | . 11/4/24              |                         |                   |
| Inventory +                                                                                                                                                                                                                                                                |                    |                           |                                                              |        |           |             |          |           |            |                   |                                                                               |                              |                        |                         | F                 |
| Taxes     Landed Cost                                                                                                                                                                                                                                                      |                    |                           |                                                              |        |           |             |          |           |            |                   |                                                                               |                              |                        |                         | Ð                 |
| Consumption Advice                                                                                                                                                                                                                                                         |                    |                           |                                                              |        |           |             |          |           |            |                   |                                                                               |                              |                        |                         |                   |

### **1099 Codes Invoice Maintenance in NCFS**

To update 1099 code on invoice after entered or paid

- Under Edit mode of invoice click on Distributions under lines
- Update the Income Tax type to the appropriate 1099 code

| Edit Invoice: 02.05-2 ③                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                           | Validated Invoice Actions                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Invoice Header Show More                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |                                                            |
| Identifying PO EP4901368<br>Business Unit 1400 OFFICE OF THE STATE CONTROLLER<br>Supplier<br>Supplier Number 109284                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Number 02.05-2<br>* Amount USD - US Dollar 200.00<br>Type Standard<br>Description EP4901388                                                                                                                                                                               | Date 10/9/24<br>Payment Terms Net 30<br>Terms Date 10/9/24 |
| Supplier Site R.14PT.03<br>Legal Entity NC OFFICE OF THE STATE CONTROLLER<br>Invoice Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Manage Distributions         View ▼ + X 第 日 Line       Invoice Line       I       ▼       Reverse       Adjust Tax Recovery       Check Funds       View Results         Budgetary Control       Status       Purchase Order       Receipt       Income Tax       Project | Note                                                       |
| ▲ Lines ⑦       Match Invoice Lines       ▲         View ▼       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■ | Line Distribution Type Purchase Order Receipt Income Tax Project Number Project Number                                                                                                                                                                                    | Task                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1         1         MISC7 Non-err V         V                                                                                                                                                                                                                             | · [                                                        |
| * Number         * Type         * Amount         Distribution Set         Distribution Combination           1         Item         200.00         .         .         .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Distributions Total Amount<br>Remaining Amount                                                                                                                                                                                                                            | 200.00 Ta:<br>0.00 nes -DOA Temporary Solutic              |
| Taxes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Line Amount Save and Close                                                                                                                                                                                                                                                |                                                            |
| / Totals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |                                                            |



# **1099 Reminders**

### Gwen Earp

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## **1099 Reminders**

- Verify interfaced invoices are flagged with the appropriate 1099 codes prior to the original file submission date.
- When printing 1099 forms, print one or a few forms to test form within the 1099 envelope. Suggest using "Fit to Paper" scale when printing 1099 form
- Use the 1099 Maintenance report to estimate the number of forms/envelopes needed for printing.
  - Under Summary tab, remove DAU/AR default 1099 code out column G (Income Tax Type)
  - Filter for the 1099 codes for the separate forms
    - MISC7-1099 NEC form
    - All other MISC 1099 codes-1099 MISC form
    - GOV codes-1099 G form
    - Filter Income Tax Type Amount column for greater than or equal to \$600 to leave the suppliers that will receive a 1099 form





# **QRG Training Links**

### Gwen Earp

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## **QRG Training Links**

- AP-33 1099 Codes and Descriptions
- <u>AP-38 Run 1099 Report & Update 1099 Code on an Invoice</u> <u>After Payment</u>
- <u>AP-39 Printing 1099 Form</u>
- <u>AP-41 1099 Zero Dollar Invoices</u>
- <u>AP-42 Printing 1099 Correction Form</u>





# **Key Dates for Tax Year 2024**

### Gwen Earp

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## **Key Dates for Tax Year 2024**

|                              | 1099 PROCESSING SCHEDULE FOR CALENDAR YEAR 2024                                                                                                                                               |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jan 1- December 31, 2024     | Review 1099 <u>AP-022 1099 Maintenance Report</u> for 1099 flagging or changes.                                                                                                               |
| September 19, 2024           | OSC communicated a link to an online form for the agencies to provide 1099 contacts and phone numbers. The phone number listed on the online form will print on the 1099 form for the agency. |
| December 17, 2024            | IRS deadline for submission of Form 8508. Agencies are responsible for filing Form 8508 with the IRS.                                                                                         |
| December 31, 2024            | 2024 calendar year reporting cycle ends.                                                                                                                                                      |
| January 29, 2025             | Last day to make changes to 1099 data in NCFS prior to OSC generating the 1099 electronic IRS file. All changes should be completed by midnight.                                              |
| January 1-31, 2025           | 2024 1099 forms are available for printing in NCFS. Forms must be postmarked to suppliers by January 31 <sup>st</sup> .<br><u>AP-39 Printing 1099 Form</u>                                    |
| January 30, 2025             | OSC will submit the electronic 1099 file to the IRS.                                                                                                                                          |
| January 31, 2025             | IRS required deadline date for issuing printed 1099 forms to recipients and filing the IRS electronic file.                                                                                   |
| February 1, 2025 and forward | Agencies will record 1099 changes in NCFS for 2024 1099s using zero-dollar invoices. <u>AP-41 Zero Dollar Invoices</u>                                                                        |
| March 31, 2025               | Last day to enter 1099 corrections with zero-dollar invoices in NCFS. \$0.00 invoices must be in paid status and accounted by midnight.                                                       |
| April 1, 2025                | 2024 1099 correction forms are available for printing in NCFS. OSC will submit the electronic 1099 corrections file to the IRS. <u>AP-42</u><br>Printing 1099 Correction Form                 |



# **Questions?**



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