1099 Information Sessions

December 5, 2024 and January 14, 2025 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

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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

- 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.

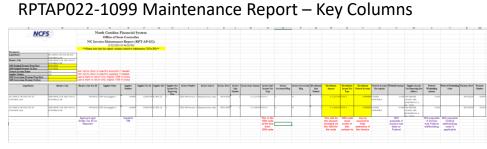




NCFS 1099 Maintenance Report

Crystal Cole

NCFS 1099 Maintenance Report



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



NCFS 1099 Maintenance Report

RPTAP022-1099 Maintenance Report-Original 1099 Invoices

<u>Summary</u>

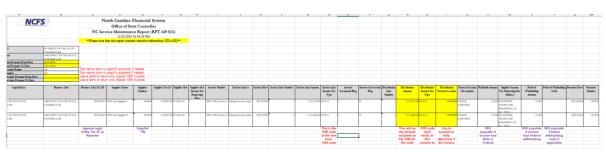
- 1099 Original Payment From and To date parameters for the 1099 original invoices
- 1099 Correction Payment From and To date parameters will remain blank to return only 1099 original 1099
 invoices

ALCI		North Carolina Financial							
NCFS		Office of State Controller							
	and the second s								
		NC Invoice Maintenance Report							
		12/02/2024 03:46:56 PM							
		**Please note that this report contains sensitive							
arameters									
egal Entity	NC OFFICE OF THE STATE								
	CONTROLLER								
lusiness Unit	All								
99 Original Payment From Date	01/01/2024	1099 Calendar year payment from date							
999 Original Payment To Date	12/31/2024	1099 Calendar year payment to date							
latural Account Range	All								
upplier Number	All								
999 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 Amour	1099 Corrections Invoices Amount	Total Amount
C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 1	203975		MISC3	\$ 36.00	\$ 0.00	5.3
ONTROLLER	CONTROLLER								
C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 2	203510	2020202020	DAU/AR	\$ 3,000.00	\$ 0.00	\$ 3,000
ONTROLLER	CONTROLLER								
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
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C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 5	211617	5555555555	GOV 6	\$ 14,126,00	\$ 0.00	\$ 14.120
ONTROLLER	CONTROLLER								
C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 6	145150	6666666666	GOV 6	\$ 27,216.00	\$ 0.00	\$ 27,210
ONTROLLER	CONTROLLER								
C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 7	146692		GOV 6	\$ 1,312.00	\$ 0.00	\$ 1,312
ONTROLLER C OFFICE OF THE STATE	CONTROLLER 1400 OFFICE OF THE STATE		1099 Supplier S	144933	5555555555		\$ 520.00	\$ 0.00	\$ 520
ONTROLLER	CONTROLLER	997634321	rows subbret a	1+++955	0000000000	DAU/AR	\$ 520.00	\$ 0.00	\$ 520
C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	057654321	1000 Supplier 9	150454	0000000000	Ame	\$ 11.00	\$ 0.00	11
ONTROLLER	CONTROLLER								
C OFFICE OF THE STATE	1400 OFFICE OF THE STATE	987654321	1099 Supplier 10	119278	1000001000	DAU/AR	\$ 2,964.52	\$ 0.00	\$ 2.96
ONTROLLER	CONTROLLER								
	1400 OFFICE OF THE STATE	987654331	1099 Supplier 11	172393	1005111154	DAU/AR	\$ 534.50	\$ 0.00	\$ 53
C OFFICE OF THE STATE									
C OFFICE OF THE STATE ONTROLLER C OFFICE OF THE STATE	CONTROLLER		1099 Supplier 12	146753	2244354454		\$ 165.00	10.00	\$ 165

NCFS 1099 Maintenance Report

RPTAP022-1099 Maintenance Report-Original 1099 Invoices

Detail





NCFS 1099 Maintenance Report

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)



NCFS 1099 Maintenance Report

RPTAP022-1099 Maintenance Report-Original & Correction 1099 Invoices

Detail

NCFS																	
Parameters																	
Legal Entity	NC OFFICE OF THE STATE																
Business Unit	All																
099 Original Payment From Date	01/01/2023	i															
099 Original Payment To Date	12/31/2023																
Natural Account Range	All	1															
upplier Number	AE																
099 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 Accounted Flag	Invoice Correction Fing	Distributio n Line Number	Distribution Amount	ion Income	Distributio n Natural Account	Natural Account Description	Withheld Amount	Supplier Income Tax Reporting Site Address	ng	Federal Withholding Code	Payment Da
	Business Unit	Invoice Date				Accounted		n Line		ien	n Natural				Withholdi	Withhelding	Payment D
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE	Invoice Date		Amount		Accounted Flag		n Line		ion Income Tax Type	n Natural Account		Amount	Reporting Site Address	Withholdi ng	Withholding Code	Payment D: 11/15/2
C OFFICE OF THE STATE CONTROLLER			Number •	Amount ¥ 3,594.00	Income Tax Type	Accounted Flag		n Line	Amount * \$3,594.00	ion Income Tax Type	n Natural Account ¥	Description	Amount * \$0.00 \$0.00	Reporting Site Address	Withholdi ng Amourt	Withholding Code	11/18/2
IC OFFICE OF THE STATE CONTROLLER	+400 OFFICE OF THE STATE CONTROLLER 1400 OFFICE OF THE STATE	10/09/2023	Number v	Amount ¥ 3,594.00	Income Tax Type DAU/AR DAU/AR	Accounted Flag		n Line	Amount * \$3,594.00	ion Income Tax Type DAU/AR	n Natural Account \$39000000 559000000	Description	Amount	Reporting Site Address 40 160 ODOAIS CHAPEL RD, BAKERSVILLE, NC, 28'05 560 ODOAIS CHAPEL RD, BAKERSVILLE, NC, 28'05 560 ODOAIS CHAPEL RD,	Withholdi ng Amount \$ 0.00	Withholding Code	
C OFFICE OF THE STATE CONTROLLER C OFFICE OF THE STATE CONTROLLER C 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 10/09/2023	Number v	Amount \$ 3,594.00 \$ 3,906.00	Income Tax Type DAU/AR DAU/AR DAU/AR	Accounted Flag		n Line	Amount \$ 3,594.00 \$ 3,906.00	ion Income Tax Tyne. DAU/AR DAU/AR	n Natural Account \$39000000 \$59000000 \$59000000	Description THER EXPENSES OTHER EXPENSES	Amount	Reporting Site Address 160 ODOLIS CHAPEL RD, BACERSVILLE, NC, 25'05 560 ODOLIS CHAPEL RD, BACERSVILLE, NC, 25'05	Withholdi mg Amount \$ 0.00 \$ 0.00	Withholding Code	11/15/3 11/15/3 03/27/3
C OFFICE OF THE STATE CONTROLLER C OFFICE OF THE STATE CONTROLLER C OFFICE OF THE STATE CONTROLLER C OFFICE OF THE STATE 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 10/09/2023 03/26/2024	Number 1 2 2 1	Amount ¥ 3,594.00 \$ 3,906.00 \$ (7,500.00)	DAU/AR DAU/AR DAU/AR DAU/AR	Accounted Flag		n Line	Amount \$ 3,894.00 \$ 3,906.00 \$ (7,500.00)	ion Income Tax Tyne 2 DAU/AR 2 DAU/AR 3 DAU/AR 3 DAU/AR 3 DAU/AR	n Natural Account \$39000000 559000000 539000000 \$39000000	Description V OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES	Ameunt	Reporting Site Address	Withholdi ng Amours \$ 0.00 \$ 0.00 \$ 0.00	Withholding Code v	11/15/3 11/15/3 03/27/3 11/15/3
	400 OFFSCE OF THE STATE CONTROLLER 1400 OFFSCE OF THE STATE CONTROLLER 1400 OFFSCE OF THE STATE CONTROLLER 1400 OFFSCE OF THE STATE CONTROLLER	v 10/09/2023 10/09/2023 03/26/2024 11/08/2023	Number 1 2 1 1 2 2 1 2	Amount \$ 3,594.00 \$ 3,906.00 \$ (7,500.00) \$ 2,776.00	Income Tax Type DAU/AR DAU/AR DAU/AR DAU/AR DAU/AR DAU/AR DAU/AR	Accounted Flag T T T T T		n Line	Amount \$ 3,594.00 \$ 3,906.00 \$ (7,500.00) \$ 2,776.00	ien Income Tax Tyne DAU/AR DAU/AR DAU/AR DAU/AR	n Natural Account \$39000000 559000000 559000000 559000000	Description V OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES	Amount	Reporting Site Address 40 ODOLIS CHAFFEL RD, RANERSVILLE, NC, 20105 560 ODOLIS CHAFFEL RD, RANERSVILLE, NC, 20105 560 ODOLIS CHAFFEL RD, RANERSVILLE, NC, 20105 560 ODOLIS CHAFFEL RD, RANERSVILLE, NC, 20105	Withholdi mg Amount \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	Withholding Code v	11/18/2



1099 Codes on Invoices in NCFS

Crystal Cole

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.

reate Invoice: ()													Invoice Actions	Severand 1	Create Ment Save	5 Jave and Clo	e Careat
Invoice Header	aw blow																
	Identifying PO	Q,			Number Train	ing Invoice 1											
	Business Unit 1400 OFFICE OF	THE STK			* Amount USD	v 1	0.00						* Date		9		
	* Supplier RELYCO SALES	NC Q			*Type Stan	and .	*						Payment Terms		•		
	Supplier Number 100123				Description								* Terms Oate	11/4/24	14		
	* Supplier Site R 14PT01	*					10						Requester		Q		
	* Legel Every NO OFFICE OF 1	-E STATE *											Attachments				
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Reorder Columna	Consided Involue			1400000N-1410 ¥			v	v			DRUAR .		Q,		. 11424		
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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 ()		Validated Invoice Actions
# Invoice Header Show More		
Identifying PO EP4901368	Number 02.05-2	
Business Unit 1400 OFFICE OF THE STATE CONTROLLER	* Amount USD - US Dollar 200.00	Date 10/9/24
Supplier	Tures Standard	Payment Terms Net 30
Supplier Number 109284	Description EP4001308	Terms Date 10/9/24
Supplier Site R.14PT.03	Manage Distributions	× hents Maximus 0205-2.pdf
Legal Entity INC OFFICE OF THE STATE CONTROLLER		
Invoice Group	Vew 💌 🕂 🎉 🎵 🕎 🕅 Detach Invoice Line 1 💌 Reverse Adjust Tax Recovery Check Funds View Results	Note 🔝
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() () () () () () () () () ()	Line Amount	200.00
▶ Taxes	Save and Close	Cancel
# Totals		

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1099 Reminders

Gwen Earp

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

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>
- AP-39 Printing 1099 Form
- AP-41 1099 Zero Dollar Invoices
- <u>AP-42 Printing 1099 Correction Form</u>





Key Dates for Tax Year 2024

Gwen Earp

Key Dates for Tax Year 2024

	1099 PROCESSING SCHEDULE FOR CALENDAR YEAR 2024
Jan 1- December 31, 2024	Review 1099 AP-022 1099 Maintenance Report 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 st . AP-39 Printing 1099 Form
January 30, 2025	OSC will submit the electronic 1099 file to the IRS.
January 31, 2025	RS 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. AP-41 Zero Dollar Invoices
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> Printing 1099 Correction Form



Questions?

