

1099 Information Sessions

December 5, 2024 and January 14, 2025
11am-12pm



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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*



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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



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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.



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NCFS 1099 Maintenance Report

RPTAP022-1099 Maintenance Report-Original 1099 Invoices

Summary

- 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

North Carolina Financial System Office of State Controller NC Invoice Maintenance Report 12/02/2024 03:46:56 PM										
Please note that this report contains sensitive information (TD-9,92)										
Legal Entity	NC OFFICE OF THE STATE CONTROLLER									
Business Unit	ALL									
1099 Original Payment From Date	01/01/2024								1099 Calendar year payment from date	
1099 Original Payment To Date	12/31/2024								1099 Calendar year payment to date	
Report Number	ALL									
1099 Correction Payment From Date	ALL								leave blank to return only original 1099 invoices	
1099 Correction Payment To Date	ALL								leave blank to return only original 1099 invoices	
Legal Entity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier Number	Supplier Tax ID	Income Tax Type	1099 Original Invoices Amount	1099 Correction Invoices Amount	Total Amount	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 1	203975	111111111	ABEC3	\$ 24.00	\$ 0.00	\$ 24.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 2	205510	223232323	DAU/AR	\$ 3,000.00	\$ 0.00	\$ 3,000.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 3	148104	303333333	DAU/AR	\$ 3,000.00	\$ 0.00	\$ 3,000.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 4	132802	444444444	DAU/AR	\$ 140.00	\$ 0.00	\$ 140.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 5	21647	555555555	GOV 6	\$ 14,124.00	\$ 0.00	\$ 14,124.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 6	145150	666666666	GOV 6	\$ 27,214.00	\$ 0.00	\$ 27,214.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 7	146682	777777777	GOV 6	\$ 1,312.00	\$ 0.00	\$ 1,312.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 8	144953	888888888	DAU/AR	\$ 5,320.00	\$ 0.00	\$ 5,320.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 9	150484	999999999	ABEC3	\$ 11.00	\$ 0.00	\$ 11.00	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 10	119278	1000001000	DAU/AR	\$ 2,864.52	\$ 0.00	\$ 2,864.52	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 11	172383	100511134	DAU/AR	\$ 5,324.50	\$ 0.00	\$ 5,324.50	
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 12	148733	224434443	DAU/AR	\$ 148.00	\$ 0.00	\$ 148.00	

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NCFS 1099 Maintenance Report

RPTAP022-1099 Maintenance Report-Original 1099 Invoices

Detail

North Carolina Financial System Office of State Controller NC Invoice Maintenance Report (RPT-AP-622) 12/02/2024 03:46:56 PM										
Please note that this report contains sensitive information (TD-9,92)										
Legal Entity	NC OFFICE OF THE STATE CONTROLLER									
Business Unit	ALL									
1099 Original Payment From Date	01/01/2024									
1099 Original Payment To Date	12/31/2024									
Report Number	ALL									
1099 Correction Payment From Date	ALL									
1099 Correction Payment To Date	ALL									
Legal Entity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier Number	Supplier Tax ID	Income Tax Type	Supplier Number	Supplier Name	Supplier Tax ID	Income Tax Type
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 1	203975	111111111	ABEC3	203975	1099 Supplier 1	111111111	ABEC3
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 2	205510	223232323	DAU/AR	205510	1099 Supplier 2	223232323	DAU/AR
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 3	148104	303333333	DAU/AR	148104	1099 Supplier 3	303333333	DAU/AR
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 4	132802	444444444	DAU/AR	132802	1099 Supplier 4	444444444	DAU/AR
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 5	21647	555555555	GOV 6	21647	1099 Supplier 5	555555555	GOV 6
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 6	145150	666666666	GOV 6	145150	1099 Supplier 6	666666666	GOV 6
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 7	146682	777777777	GOV 6	146682	1099 Supplier 7	777777777	GOV 6
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 8	144953	888888888	DAU/AR	144953	1099 Supplier 8	888888888	DAU/AR
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 9	150484	999999999	ABEC3	150484	1099 Supplier 9	999999999	ABEC3
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 10	119278	1000001000	DAU/AR	119278	1099 Supplier 10	1000001000	DAU/AR
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 11	172383	100511134	DAU/AR	172383	1099 Supplier 11	100511134	DAU/AR
NC OFFICE OF THE STATE CONTROLLER	440 OFFICE OF THE STATE CONTROLLER	98743421	1099 Supplier 12	148733	224434443	DAU/AR	148733	1099 Supplier 12	224434443	DAU/AR

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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)

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	Total Amount
NC OFFICE OF THE STATE CONTROLLER		1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Payee 1	140051	123456789	LEISIC 6	\$10,274.00	\$110,274.00	\$120,548.00
NC OFFICE OF THE STATE CONTROLLER		1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Payee 2	140056	245478901	GOV 6	\$0.00	\$10,274.00	\$10,274.00

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NCFS 1099 Maintenance Report

RPTAP022-1099 Maintenance Report-Original & Correction 1099 Invoices

Detail

Legal Entity	Business Unit	Invoice Date	Invoice Line Number	Invoice Line Amount	Invoice Line Income Tax Type	Invoice Assessment Flag	Invoice Correction Flag	Distribution Line Number	Distribution Amount	Distribution is Natural Income Tax Type	Distribution is Natural Account	Natural Account Description	Withhold Amount	Supplier Income Tax Reporting Site Address	Federal Withholding Amount	Federal Withholding Code	Payment Date	PN
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	10/09/2023	1	\$3,894.00	DAU/AR	Y	N	1	\$3,894.00	DAU/AR	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		11/15/2023	
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	10/09/2023	2	\$3,906.00	DAU/AR	Y	N	1	\$3,906.00	DAU/AR	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		11/15/2023	
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	03/26/2024	2	\$7,500.00	DAU/AR	Y	Y	1	\$7,500.00	DAU/AR	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		03/27/2024	
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	11/08/2023	1	\$2,774.00	DAU/AR	Y	N	1	\$2,774.00	DAU/AR	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		11/15/2023	
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	03/26/2024	2	\$2,774.00	DAU/AR	Y	Y	1	\$2,774.00	DAU/AR	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		03/27/2024	
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	03/26/2024	1	\$7,500.00	GOV 6	Y	Y	1	\$7,500.00	GOV 6	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		03/27/2024	
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	03/26/2024	1	\$2,774.00	GOV 6	Y	Y	1	\$2,774.00	GOV 6	359000000	OTHER EXPENSES	\$0.00	600 OGDEN CHAPEL RD, BAKERVILLE, NC 28705	\$0.00		03/27/2024	

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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.

The screenshot shows the 'Create Invoice' interface in NCFS. The 'Columns' dropdown menu is open, showing options like 'Income Tax' and 'Type'. A red arrow points to the 'Income Tax' column in the table below. The table has columns for Reference, Tax Classification, State Location, Withholding, Number, Line, Schedule, Quantity, Unit Price, Type, and Amount. The 'Income Tax' section is highlighted, showing rows for '14800204-1410 SALL SER' with a 'Type' of 'DUJARR'.

Reference	Tax Classification	State Location	Withholding	Number	Line	Schedule	Quantity	Unit Price	Type	Amount
	14800204-1410 SALL SER								DUJARR	
	14800204-1410 SALL SER								DUJARR	
	14800204-1410 SALL SER								DUJARR	
	14800204-1410 SALL SER								DUJARR	



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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

The screenshot shows the 'Manage Distributions' dialog box in the NCFS system. The dialog has a table with the following data:

Line	Distribution	Type	Amount	Schedule	Distribution Number	Line	Type	Project Number	Task
1	1	Item	200.00	1	1		MISC Payment		

Below the table, the 'Distributions Total Amount' is 200.00 and the 'Remaining Amount' is 0.00. The 'Income Tax' dropdown menu is highlighted with a red arrow.

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1099 Reminders

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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



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QRG Training Links

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QRG Training Links

- [AP-33 1099 Codes and Descriptions](#)
- [AP-38 Run 1099 Report & Update 1099 Code on an Invoice After Payment](#)
- [AP-39 Printing 1099 Form](#)
- [AP-41 1099 Zero Dollar Invoices](#)
- [AP-42 Printing 1099 Correction Form](#)



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Key Dates for Tax Year 2024

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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	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. 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. AP-42 Printing 1099 Correction Form



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Questions?



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