

1099 Process in Cardinal Overview

In Cardinal, the terms “1099” and “withholding” are often used interchangeably. The 1099 process uses Supplier payment detail data and creates withholding detail records which are used to report to the Internal Revenue Service (IRS). Transactions flagged for 1099 reporting are posted into the withholding table and are used to create the Calendar Year report (1099).

In order for transactions to properly report as withholding in Cardinal, the Supplier must be flagged as withholding and the transaction must be coded to a reportable ChartField account.

This document describes the 1099 process in Cardinal and includes the steps to review/update/add information to the withholding tables and produce the 1099 documents and file to the IRS.

Refer to Cardinal Commonwealth Accounting Policies and Procedures (CAPP) Topic 20320 Information Returns Reporting for State policies regarding 1099 reporting. Refer to IRS Publication 1220 – Specifications for Electronic Filing of Forms for IRS communication procedures and transmission formats. This should be reviewed each year.

Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Revision History

Revision Date	Summary of Changes
12/16/2025	Updated screenshots for the following pages: Withholding Supplier Information, Withhold Adjustments , and Withholding Table section. Updated 1099M to 2025M and 1099N to 2025N in Step 13 of the Adding Withholding Adjustments section. Updated the form screenshots of the Miscellaneous Information form and Nonemployee Compensation form in the Creating the 1099 Copy B Reports section.
3/1/2025	Updated the screenshots of the Search pages (Section 4 , after Step 1; Section 5 , after Step 1; Section 6 , after Step 1; Section 7 , after Step 1; Section 8 , after Step 1; Section 11 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Reportable Suppliers in Cardinal

Cardinal automatically determines whether a Supplier is 1099 reportable when the Supplier is created either through the eVA interface or created online by the Commonwealth Vendor Group (CVG). If the Supplier is reportable, Cardinal checks the **Withholding** checkbox option that displays on the **Supplier's Identifying Information** page.

When a Supplier is created in Cardinal with the following combinations of Supplier Class and Supplier Type, Cardinal flags the Supplier as a withholding (1099 reportable) Supplier:

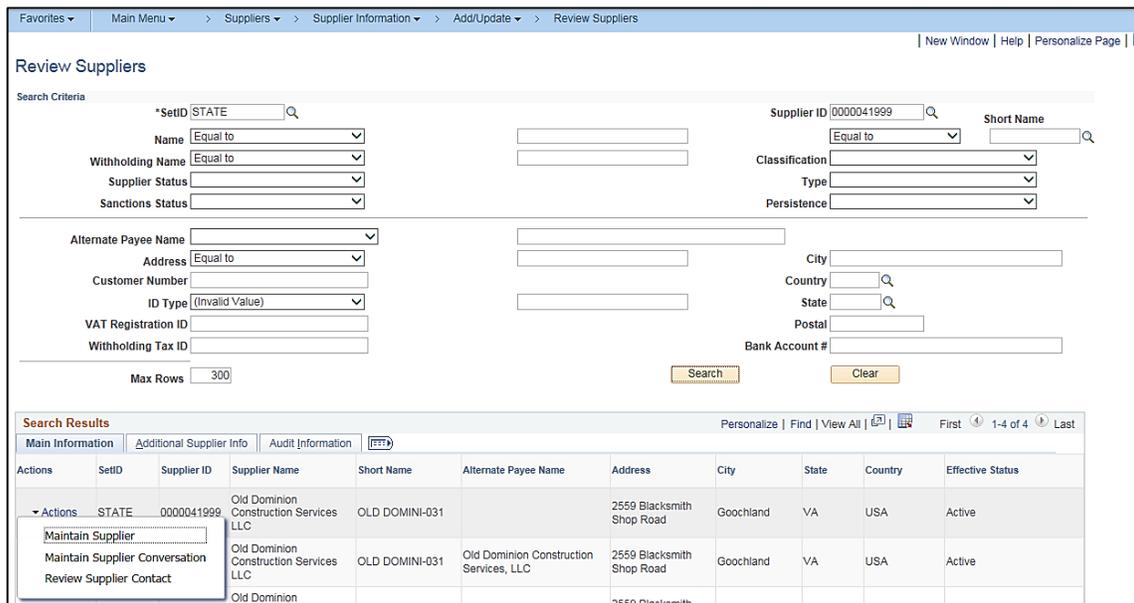
<u>Supplier Class</u>	<u>Supplier Type</u>
Supplier	Proprietorship
Supplier	Partnership
Supplier	Estate
Supplier	Trust
Supplier	Other
Supplier	Reportable Corporation
Board Member	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other
Non-Supplier Payee	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other

Review Withholding Suppliers in Cardinal

To review a Supplier in Cardinal, follow the steps in this section.

Step	Action
1.	Navigate to the Review Suppliers online inquiry page using the following path: Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

The **Review Suppliers** page displays.



Search Results

Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
Actions STATE 0000041999 Maintain Supplier Maintain Supplier Conversation Review Supplier Contact		0000041999	Old Dominion Construction Services LLC	OLD DOMINI-031		2559 Blacksmith Shop Road	Goochland	VA	USA	Active
			Old Dominion Construction Services LLC	OLD DOMINI-031	Old Dominion Construction Services, LLC	2559 Blacksmith Shop Road	Goochland	VA	USA	Active
			Old Dominion			2559 Blacksmith				

2.	Enter the identifying information (e.g., Supplier ID, Name, ID Type which includes Employer ID Number, or Social Security Number).
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Supplier ID

3.	Click the Search button. Suppliers that match the criteria display at the bottom of the page.
----	--

Search

4.	Click the Action dropdown button.
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Actions	SetID
Actions STATE Actions STATE	STATE

Step	Action
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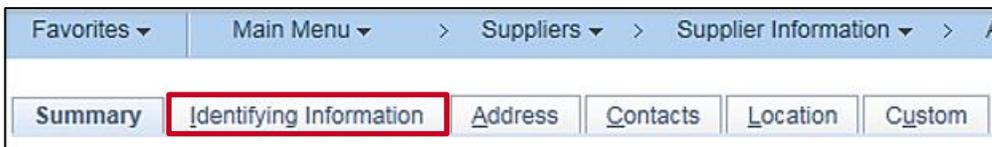
5. Click the **Maintain Supplier** link to view the corresponding Supplier record.



The **Summary** page displays.

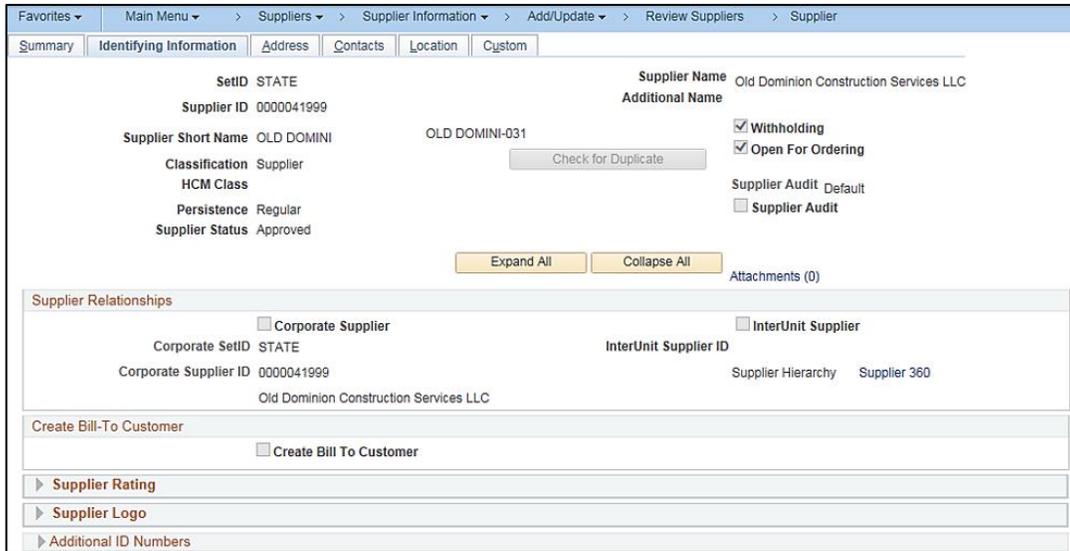


6. Review the information as needed and then click the **Identifying Information** tab.



Step	Action
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The **Identifying Information** page displays.



Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Review Suppliers > Supplier
 Summary Identifying Information Address Contacts Location Custom

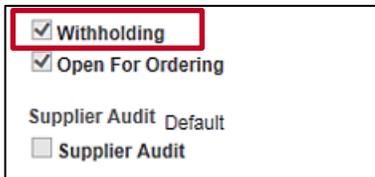
SetID STATE Supplier Name Old Dominion Construction Services LLC
 Supplier ID 0000041999 Additional Name
 Supplier Short Name OLD DOMINI OLD DOMINI-031 Withholding
 Classification Supplier Open For Ordering
 HCM Class Supplier Supplier Audit Default
 Persistence Regular Supplier Audit
 Supplier Status Approved
 Expand All Collapse All Attachments (0)

Supplier Relationships
 Corporate Supplier InterUnit Supplier
 Corporate SetID STATE InterUnit Supplier ID
 Corporate Supplier ID 0000041999 Supplier Hierarchy Supplier 360
 Old Dominion Construction Services LLC

Create Bill-To Customer
 Create Bill To Customer

▶ Supplier Rating
 ▶ Supplier Logo
 ▶ Additional ID Numbers

7. Review the **Withholding** checkbox option to identify whether the Supplier is marked as Withholding.

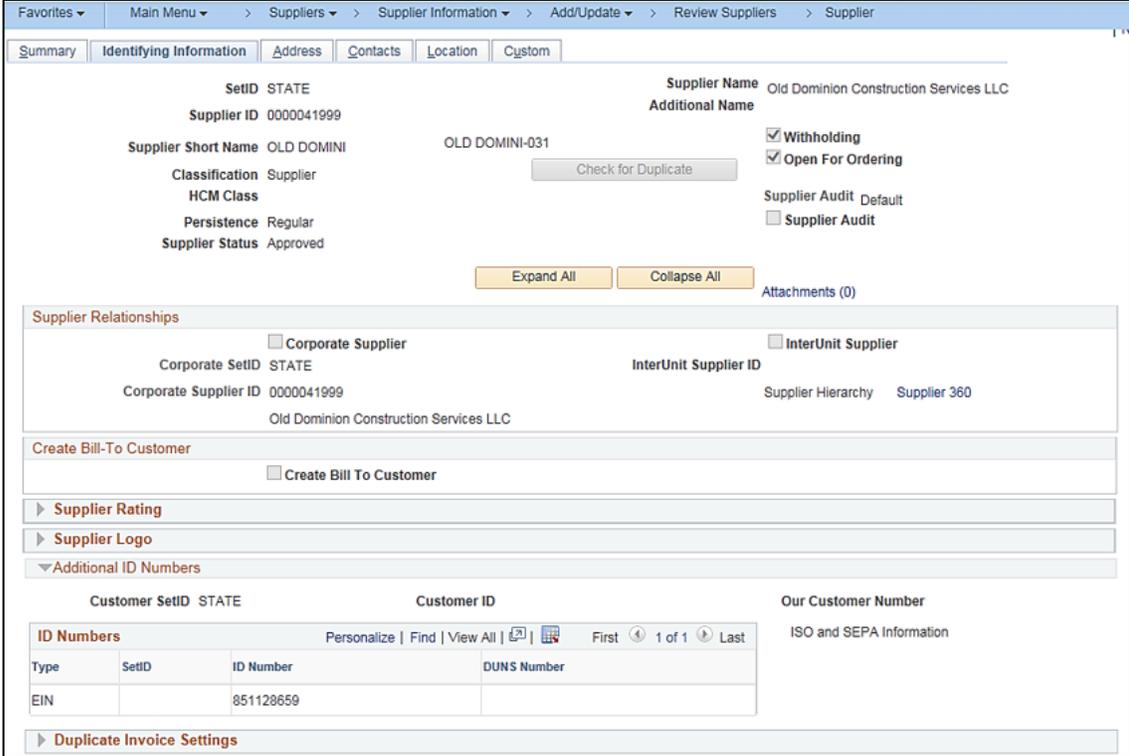


Withholding
 Open For Ordering
 Supplier Audit Default
 Supplier Audit

8. Click the **Expand** icon for the **Additional ID Numbers** section.

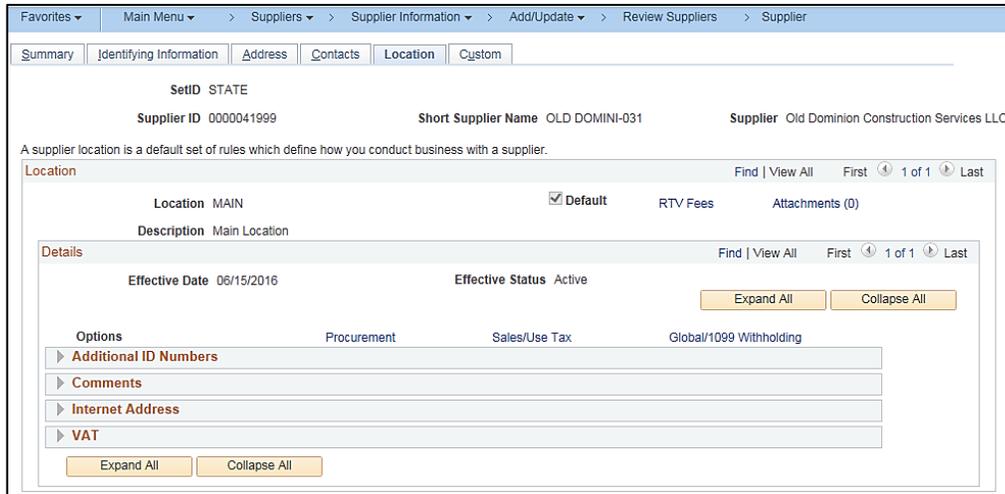


▶ Supplier Rating
 ▶ Supplier Logo
 ▶ Additional ID Numbers

Step	Action								
	<p>The Additional ID Numbers section expands and the Supplier's EIN or SSN displays.</p>  <p>The screenshot shows the 'Supplier Information' page for 'Old Dominion Construction Services LLC'. The 'Additional ID Numbers' section is expanded, displaying a table with the following data:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>SetID</th> <th>ID Number</th> <th>DUNS Number</th> </tr> </thead> <tbody> <tr> <td>EIN</td> <td></td> <td>851128659</td> <td></td> </tr> </tbody> </table>	Type	SetID	ID Number	DUNS Number	EIN		851128659	
Type	SetID	ID Number	DUNS Number						
EIN		851128659							
9.	<p>Click the Attachments link to view the W-9. Users can tell if the W-9 has been saved to the Supplier if the Attachments link indicates Attachments (1). For this scenario, there is no attachment.</p> 								
10.	<p>To review the withholding information for the Supplier, click the Location tab.</p> 								

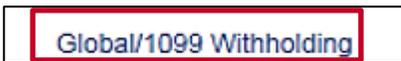
Step	Action
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The **Location** tab displays.

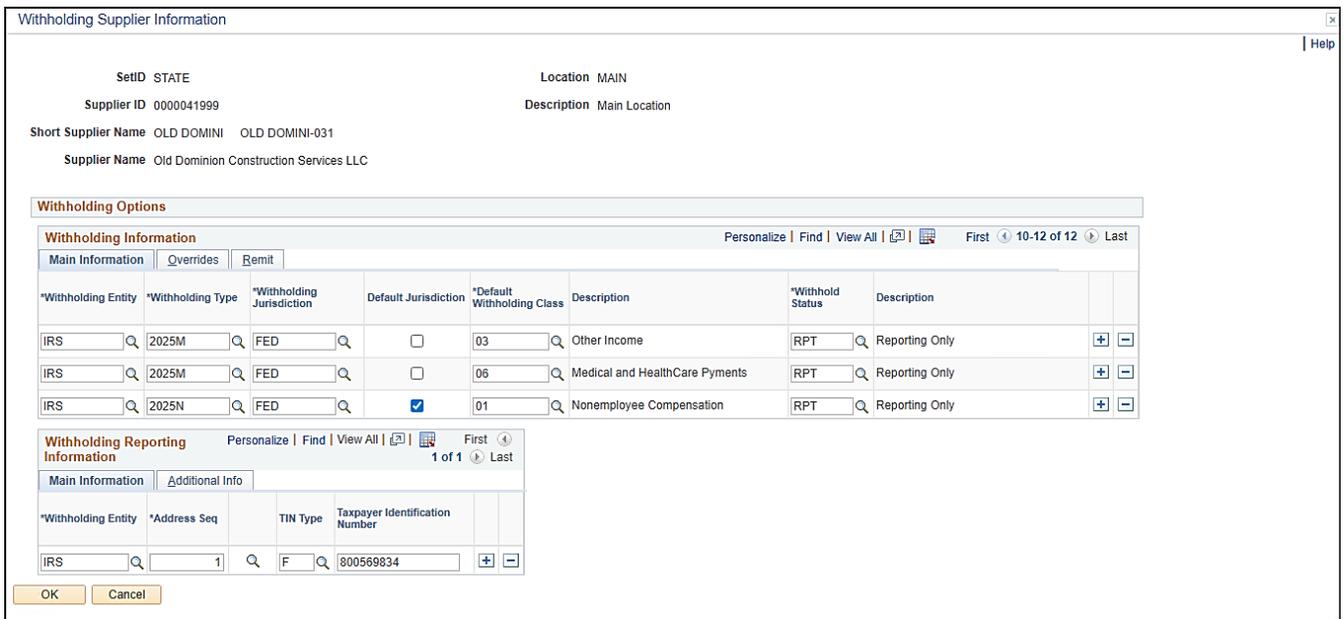


The screenshot shows the 'Supplier Information' page with the 'Location' tab selected. The 'Location' section shows 'MAIN' as the selected location, marked as 'Default'. Below this, the 'Details' section is expanded, showing 'Effective Date' as 06/15/2016 and 'Effective Status' as 'Active'. At the bottom of the details section, the 'Global/1099 Withholding' link is highlighted in blue.

- Click the **Global/1099 Withholding** link within the **Details** section of the page.



The **Withholding Supplier Information** page displays in a pop-up window.



The screenshot shows a pop-up window titled 'Withholding Supplier Information'. It displays the same supplier information as the previous screenshot. The 'Withholding Options' section is expanded, showing a table of withholding classes. The table has columns for 'Withholding Entity', 'Withholding Type', 'Withholding Jurisdiction', 'Default Jurisdiction', 'Default Withholding Class', 'Description', 'Withhold Status', and 'Description'. Three rows are visible, with the third row (Nonemployee Compensation) having a checked box in the 'Default Jurisdiction' column.

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	Description	*Withhold Status	Description
IRS	2025M	FED	<input type="checkbox"/>	03	Other Income	RPT	Reporting Only
IRS	2025M	FED	<input type="checkbox"/>	06	Medical and HealthCare Pymnts	RPT	Reporting Only
IRS	2025N	FED	<input checked="" type="checkbox"/>	01	Nonemployee Compensation	RPT	Reporting Only

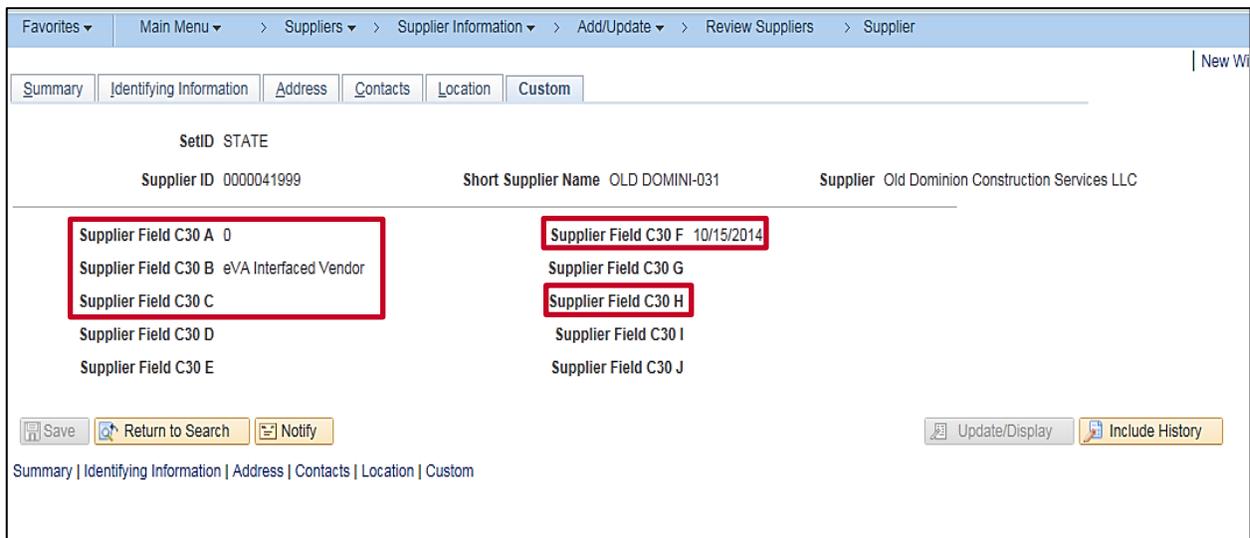
Below the table, the 'Withholding Reporting Information' section is also expanded, showing fields for 'Withholding Entity', 'Address Seq', 'TIN Type', and 'Taxpayer Identification Number'. The 'Taxpayer Identification Number' field contains the value '800569834'.



The 1099 withholding class(es) that have been set up for this Supplier display. These are the classes that pull into the 1099 Copy B report that is sent to the Supplier and the 1099 file that is sent to the IRS.

Step	Action
12.	Click the OK button to return to the Location tab. 
13.	Click the Custom tab. 

The **Custom** tab displays.




C30 A: TIN Match Code. This is updated by the IRS TIN Update Program. Potential values:

- **0:** Name/TIN combination matches IRS records.
- **1:** Missing TIN or TIN not 9-digit numeric.
- **2:** TIN not currently issued.
- **3:** Name/TIN combination does NOT match IRS records.

C30 B: Indicates if the Supplier is an eVA Supplier or a fiscal Supplier:

- **eVA Interfaced Supplier:** means the Supplier is an eVA Supplier.
- A blank field or “N” means the Supplier is a fiscal Supplier.

C30 C: W-9 Received. Indicates if a W-9 has been received for this Supplier.

C30 F: TIN Match Date. Indicates the date that this Supplier TIN was matched with IRS records.

C30 H: Date W9 Received. Indicates the date that the Supplier W-9 was received.



Withholding (1099 Reportable) Transactions in Cardinal

Suppliers must be marked as Withholding in Cardinal at the time a Voucher is created in order for the transaction to be sent to the withholding table if the account on the distribution is reportable. If the Supplier is not marked withholding at Voucher creation and should have been, an adjustment will be required to the withholding table.

The **V_AP_1099_REPORTABLE_ACCTS** query can be used to review the current accounts set up in Cardinal for 1099 reporting.

V_AP_1099_REPORTABLE_ACCTS - 1099 Reportable Accounts

SetID

Withhold Type (M or N or G)

Row	Account	Account Description	Attribute	Withhold Type	1099 Class Value	1099 Class Value Description
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Reviewing Withholding (1099 Reportable) Transactions in Cardinal (Queries)

The following queries were created to assist 1099 Administrators in reviewing their Agency's withholding data in Cardinal:

V_AP_1099_WTHD_DISTRIB_AMT

V_AP_1099_WTHD_DISTRIB_AMT - Withhold and Distribution Amt

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Supplrs (Y = WH or % for All)

Show Amount Diff Only (Y or N)

Supplier ID	Supplier Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
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This query displays a listing of Suppliers, the total amount posted to the 1099 withholding table for the Supplier, the total amount paid on Vouchers with reportable accounts for the Supplier, the Withhold Class that the amounts are reported in both on the withholding table and the Voucher, and the difference between the two amounts. Any Withhold Adjustments that are made will be reflected in this query in the **Withhold Amount** column. This query is very useful when determining the adjustments that may be needed for 1099 reporting.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year
- **Suppliers (Y = WH or % for All):** "Y" to show results only for Suppliers currently marked withholding, or "%" for all Suppliers
- **Show Amount Diff Only (Y or N):** "Y" to show only difference amount between withholding amount and withholding distribution amount. "N" to show all withholding transactions during the given period



V_AP_1099_CANCEL_PYMNT_DTL

V_AP_1099_CANCEL_PYMNT_DTL - WH and DIST Amt for Canc Pymt

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Cancel Date From

Cancel Date To

Supplier ID	Supplier Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
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Agencies that stop payment on checks during a Calendar Year must establish procedures to reduce the amount reported to 1099 reportable Suppliers by the amount of the stop payment. Cardinal will post the cancelled payments to the withholding tables, but Agencies must verify that the cancel was posted in the correct reporting year.

This query displays a listing of Suppliers who had cancelled payments in the date ranges specified and is used to assist with the determination of possible withholding adjustments due to the cancel payments.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year
- **Cancel Date From:** choose cancel dates in January of the following Calendar Year to capture cancellations that may affect the Calendar Year 1099 reporting
- **Cancel Date To:** choose cancel dates in January of the following Calendar Year to capture cancellations that may affect the Calendar Year 1099 reporting



V_AP_1099_VNDR_ADDR_DTL

V_AP_1099_VNDR_ADDR_DTL - Withhold supplr address detail

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Supplier ID	Supplier Name 1	Supplier Name 2	Supplier Addr Eff Dt	Address Line1	Address Line2	City	State	Postal	Total Withhold Amount
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This query displays all withholding Supplier address details for a specific Business Unit within a Withholding Declaration Date range. This query is used to assist Agencies in verifying the address that will print on the 1099 Copy B reports.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year



V_AP_1099_DIST_AMT_BY_ACCOUNT

V_AP_1099_DIST_AMT_BY_ACCOUNT - Distribution amount by Account

Supplier SetID

AP Business Unit

Payment Date From

Payment Date To

1099 Rpt Account1

1099 Rpt Account2

1099 Rpt Account3

1099 Rpt Account4

1099 Rpt Account5

1099 Rpt Account6

1099 Rpt Account7

Supplier ID	Supplier Name	Classification	Type of Contractor	Withhold	Account	Voucher ID	Total Distribution Amount
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This query displays a listing of Suppliers and shows the total amount paid on Supplier Vouchers for specific reportable accounts.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **Payment Date From:** usually the first day of the Calendar Year
- **Payment Date To:** usually the last day of the Calendar Year
- **1099 Rpt Account1 – 7:** user can list up to (7) 1099 reportable accounts to query the amounts paid to Suppliers for the payment period

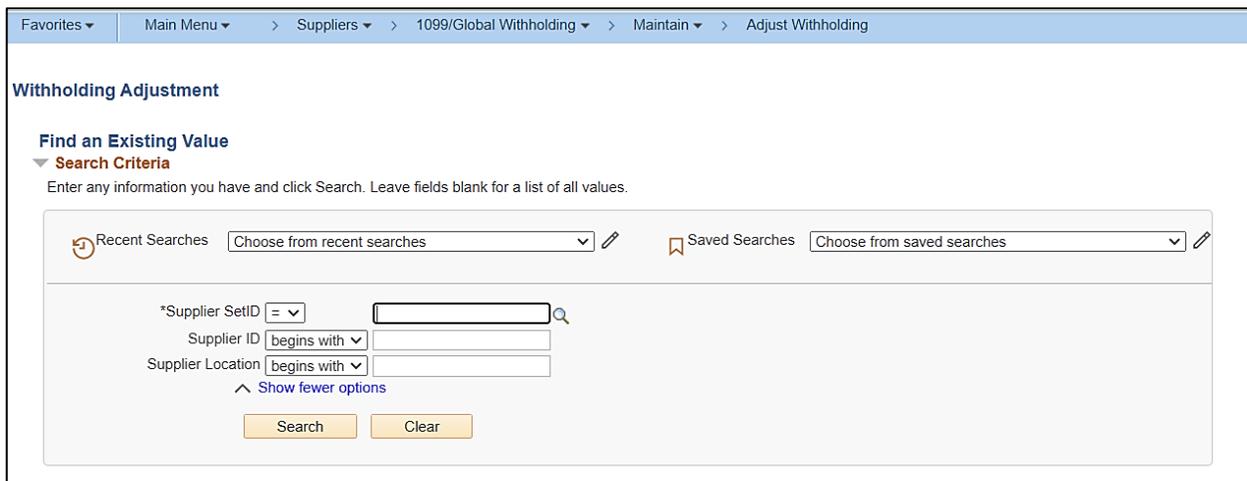
The **V_AP_1099_REPORTABLE_ACCTS** query can be used to review a list of the current 1099 reportable accounts in Cardinal.

Adding Withholding Adjustments

Entries on the withholding table are based on the Supplier being flagged as a withholding Supplier and the Voucher distribution account being 1099 reportable at the time that the Voucher is created. If a Supplier is marked as withholding during the year, reportable amounts before that time will not automatically post to the withholding table. An adjustment may be required. The withholding adjustments are made directly to the withholding table in Cardinal. They do not affect the Voucher itself. If an adjustment needs to be made to the withholding amounts for a Supplier, follow the steps in this section.

Step	Action
1.	Navigate to the Withholding Adjustment page using the following path: Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding

The **Withholding Adjustment Search** page displays.




For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

2. Enter "STATE" in the **Supplier SetID** field as needed.

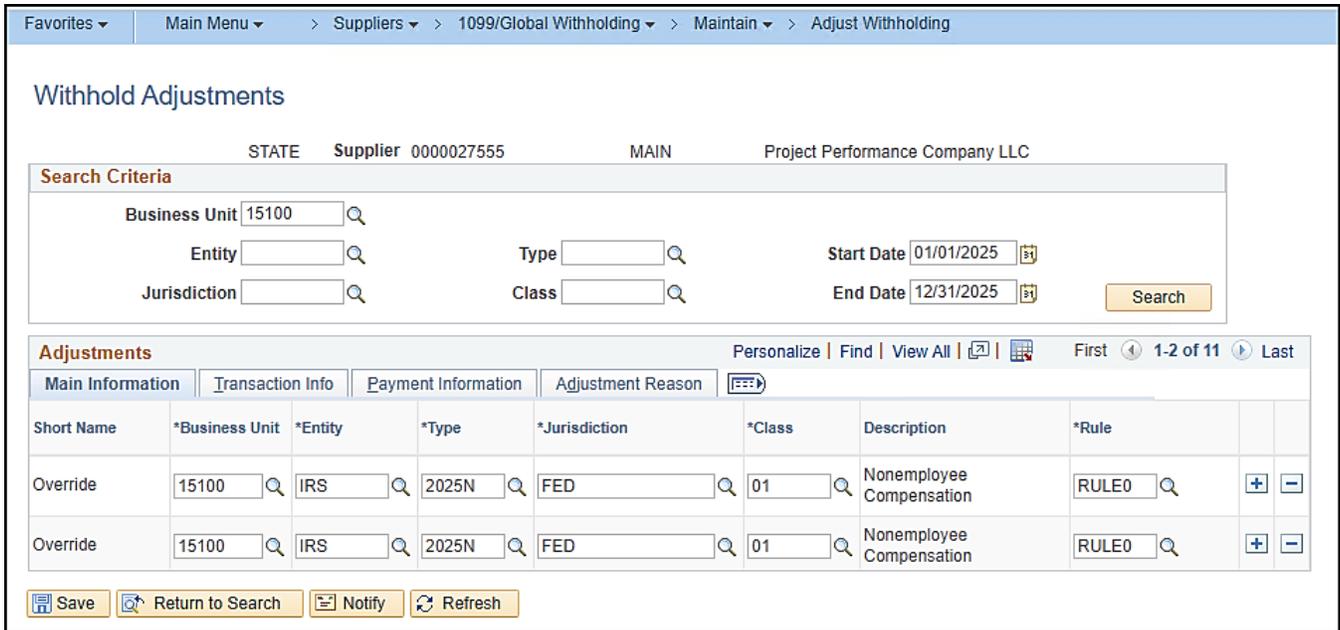


3. Enter the applicable Supplier ID (Supplier that needs adjustments) in the **Supplier ID** field.



Step	Action
4.	Click the Search button. 

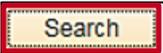
The **Withhold Adjustments** page displays.



The screenshot shows the 'Withhold Adjustments' page with the following details:

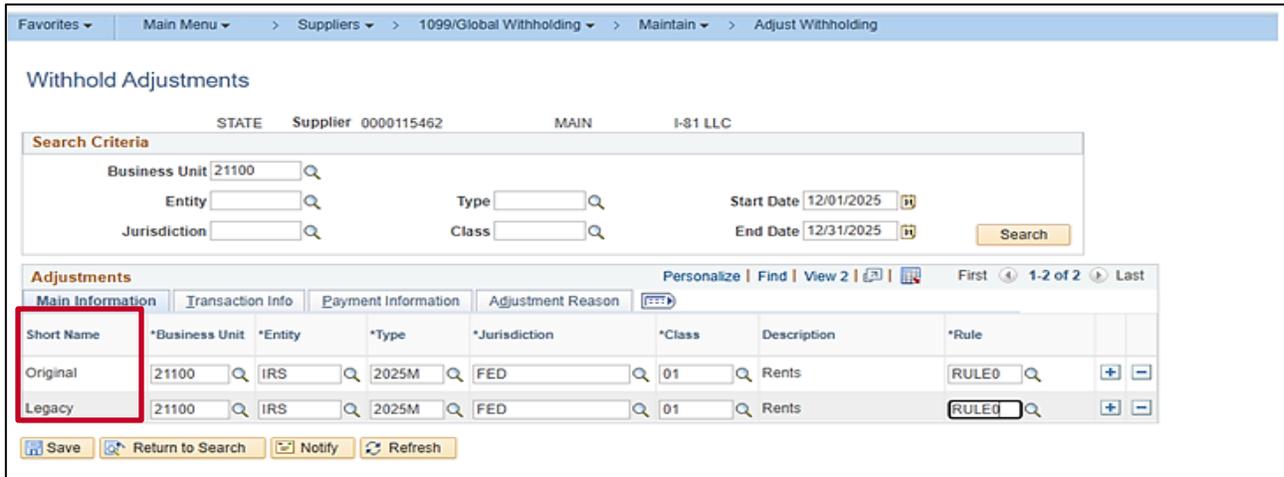
- Navigation: Favorites > Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding
- Page Title: Withhold Adjustments
- Context: STATE, Supplier 0000027555, MAIN, Project Performance Company LLC
- Search Criteria:
 - Business Unit: 15100
 - Entity: [blank]
 - Jurisdiction: [blank]
 - Type: [blank]
 - Class: [blank]
 - Start Date: 01/01/2025
 - End Date: 12/31/2025
 - Search button
- Adjustments Table:

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	Description	*Rule		
Override	15100	IRS	2025N	FED	01	Nonemployee Compensation	RULE0	+	-
Override	15100	IRS	2025N	FED	01	Nonemployee Compensation	RULE0	+	-
- Buttons: Save, Return to Search, Notify, Refresh

	This page only displays for Suppliers currently flagged as Withholding.
5.	Enter or select the Agency Business Unit in the Business Unit field. 
	Additional fields either may be left blank or may be populated to narrow search results such as the Start Date and End Date fields to indicate what is being reported in the Calendar Year.
6.	Click the Search button. 

Step	Action
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The page refreshes and transactions on the **Withholding table** for the defined Supplier and Search Criteria display in the **Adjustments** section.




“Legacy” in the **Short Name** field indicates a transaction entered as an adjustment.
 “Original” in the **Short Name** field indicates the line is from Cardinal payment transactions.

7.

Click the **View All** link or use the **Arrow** to move throughout the listing and view the Lines not displayed.




When making an adjustment, a new Line must be added. Do not make any changes to the existing Lines.

8.

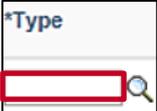
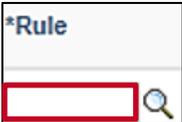
Click the **Add (+)** icon to add a Line.



9.

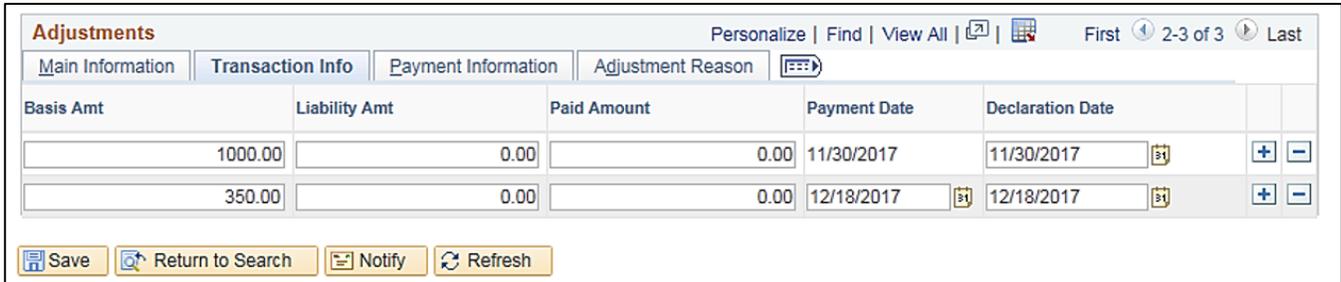
The page refreshes and a new row displays in the **Adjustments** section.
 Enter or select the applicable Agency Business Unit in the **Business Unit** field.



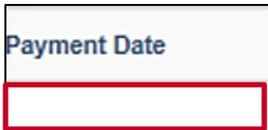
Step	Action
10.	Enter "IRS" in the Entity field. 
11.	Enter "2025M" or "2025N" in the Type field as applicable. 
12.	Enter "FED" in the Jurisdiction field. 
13.	Enter or select the applicable class in the Class field based on the following guidance: For Type "2025M": <ul style="list-style-type: none"> • 01: Rents • 03: Other Income • 06: Medical and Health Care Payments For Type "2025N": <ul style="list-style-type: none"> • 01: Non-Employee Compensation 
	The type of payment being adjusted dictates the Class selected.
14.	Enter "RULE0" in the Rule field. 
	The rule used for 1099 – zero percent is withheld from the Supplier. The Commonwealth does not withhold any amounts from Suppliers for 1099 Reporting.

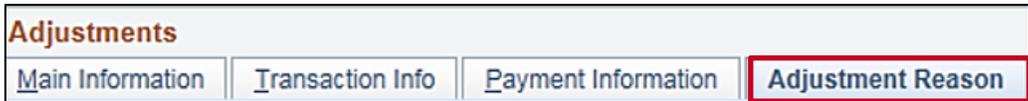
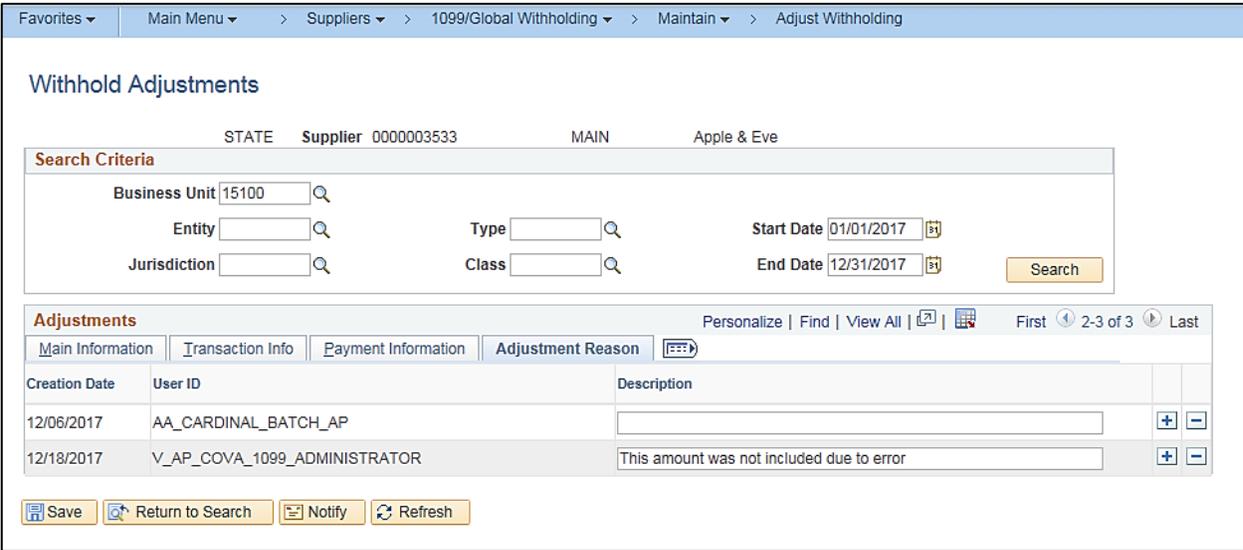
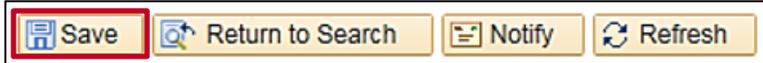
Step	Action
15.	Click the Transaction Info tab. 

The **Transaction Info** tab displays.



Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
1000.00	0.00	0.00	11/30/2017	11/30/2017
350.00	0.00	0.00	12/18/2017	12/18/2017

16.	Enter the reportable payment amount in the Basis Amt field. 
	Do not change the Basis Amt field on the “Original” Line. To adjust an “Original” Line amount, key the same data as the “Original” Line in the added Line with one exception. The Basis Amt field on the new Line is entered as a negative amount to offset or reduce the original amount or a positive number to increase the original amount.
17.	Enter the amount of backup withholding that is owed to the IRS in the Liability Amount field. 
18.	Enter the portion of the backup withholding amount that has been paid to the IRS in the Paid Amount field. An amount of “0.00” means that no withholding has been paid to the IRS. 
19.	Enter the applicable date in the Payment Date field. Defaults to the current date but should be changed as needed to reflect the appropriate reporting year. 

Step	Action
20.	<p>Enter the same date as the payment date in the Declaration Date field. For IRS reporting purposes, this date must be the same as the payment date.</p> 
	<p>The Declaration Date field must be within the reporting year to be picked up for that year's 1099 reporting. This date must also be on or after the effective date of the Supplier.</p>
21.	<p>Click the Adjustment Reason tab.</p> 
<p>The Adjustment Reason tab displays.</p> 	
22.	<p>Enter a descriptive adjustment reason in the Description field.</p> 
23.	<p>Click the Save button.</p> 

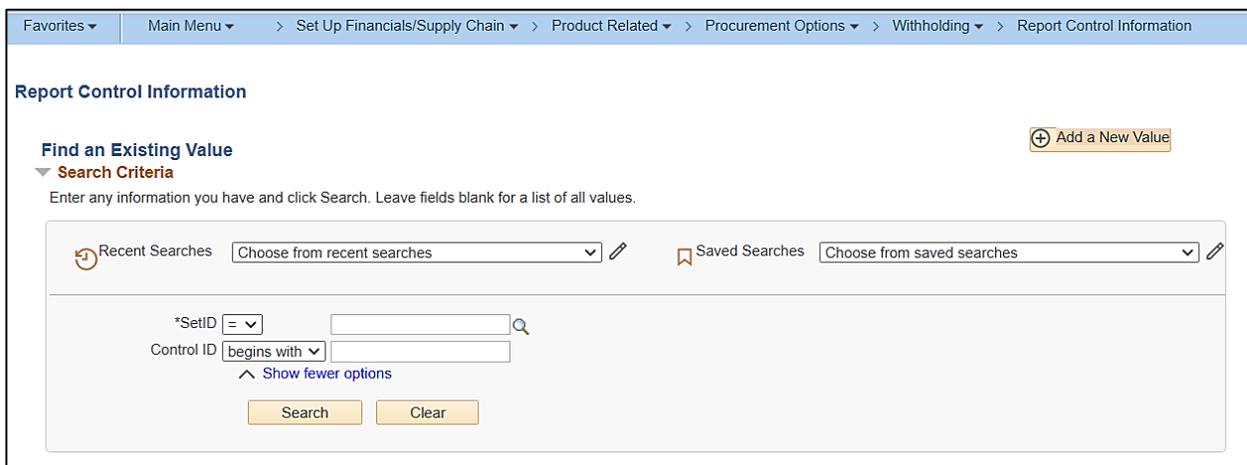
Step	Action
	<p>If it is determined that the Class is not correct for a transaction in the Withholding table, follow the previous steps by creating a negative Basis Amt adjustment Line to credit the incorrect Line, and enter a new adjustment Line for the debit amount (inputting the correct class in the Class field).</p> <p><u>Important Points:</u></p> <ul style="list-style-type: none"> • Adjustments made on the Withhold Adjustments page do not update the underlying Voucher tables, only the withholding transaction table. • If there are multiple adjustments to a Supplier, but to different classes, make the adjustments using different declaration dates for each class. • If the transaction on the withholding tables is from accounts payable payment activity, the Short Name field will be “Original”. If the transaction on the withholding table is from an adjustment, the Short Name field will be “Legacy”. Adjustments should not be made to the “Original” Line. Always add a Line and follow the steps in this section to make adjustments. • If an adjustment is made after the file has been sent to the IRS, the adjustment will be either part of the new Calendar Year reporting or a corrected 1099 will have to be prepared.

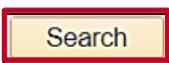
Setting Up/Reviewing Report Control Information in Cardinal

1099 Withholding Report Control is used to set up transmitter and payer information in Cardinal that will be included in the 1099 Copy B reports and the IRS file. This information should be reviewed and updated as necessary each year.

Step	Action
1.	Navigate to the Withholding Adjustment page using the following path: Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information

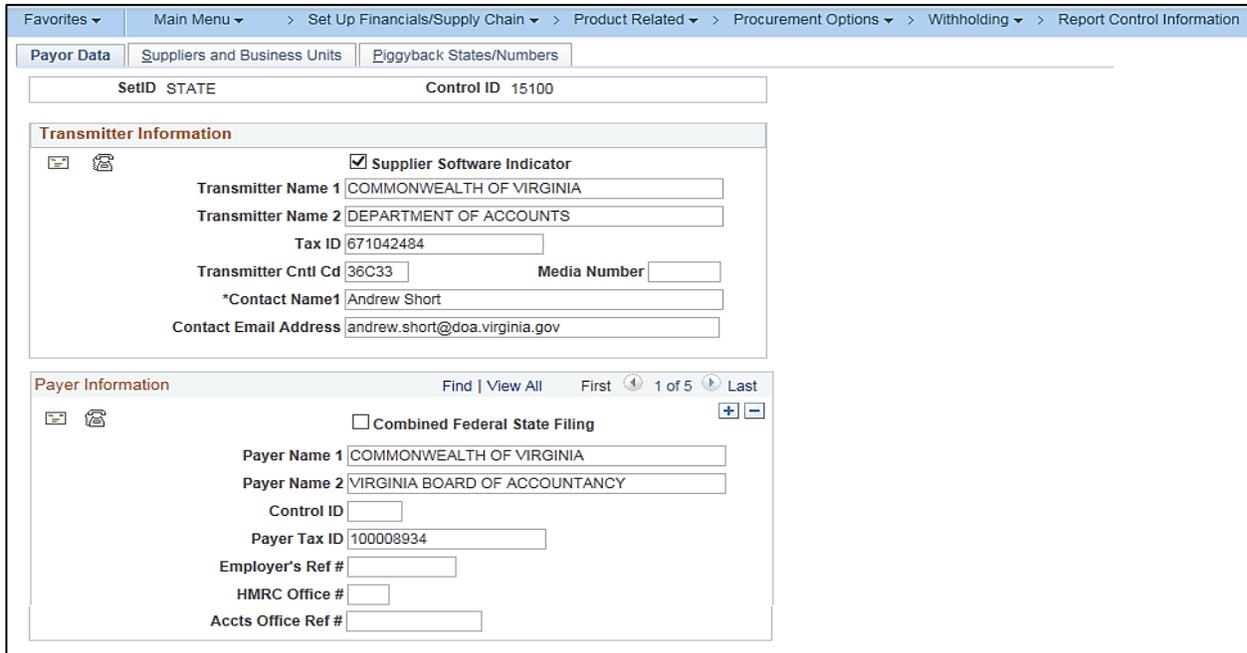
The **Report Control Information Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Enter "STATE" in the SetID field. 
3.	Enter the Agency Control ID in the Control ID field. A Control ID is set up for each reporting entity. 
4.	Click the Search button. 

Step	Action
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The **Payor Data** tab displays.

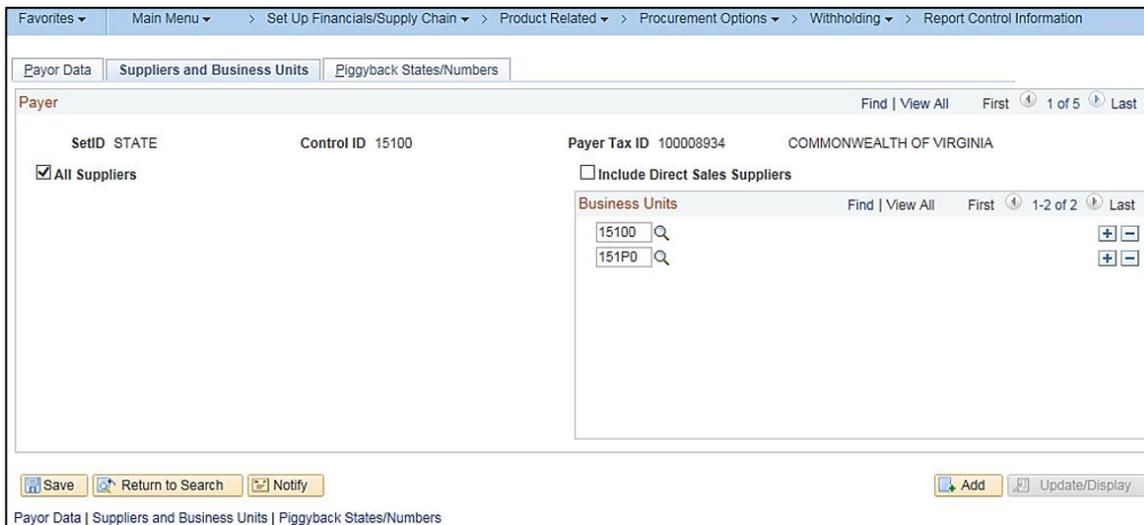


	<p>The data within the Transmitter Information section is sent on the Transmitter (T) record.</p>
5.	<p>Review the Supplier Software Indicator checkbox option.</p> <p>Note: The Supplier Software Indicator checkbox option must be selected for any Agency using Cardinal to produce their 1099 IRS file and Copy B forms.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> Supplier Software Indicator </div>
6.	<p>Enter the name of the transmitting Agency in both the Transmitter Name 1 and Transmitter Name 2 fields.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Transmitter Name 1 <input style="width: 100%;" type="text"/></p> <p>Transmitter Name 2 <input style="width: 100%;" type="text"/></p> </div>
7.	<p>Enter the transmitting Agency's Tax ID in the Tax ID field.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Tax ID <input style="width: 100%;" type="text"/></p> </div>

Step	Action				
8.	Enter the code that was provided by the IRS upon submission of form 4419 – Application for Filing Information Returns Electronically in the Transmitter Cntl Cd field. <div data-bbox="256 411 737 474" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Transmitter Cntl Cd <input style="border: 2px solid red; width: 80px; height: 20px;" type="text"/> </div>				
9.	Enter the applicable information for the Agency contact person in the Contact Name1 and Contact Email Address fields. <div data-bbox="256 594 1187 695" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">*Contact Name1</td> <td><input style="border: 2px solid red; width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>Contact Email Address</td> <td><input style="border: 2px solid red; width: 95%; height: 25px;" type="text"/></td> </tr> </table> </div>	*Contact Name1	<input style="border: 2px solid red; width: 95%; height: 25px;" type="text"/>	Contact Email Address	<input style="border: 2px solid red; width: 95%; height: 25px;" type="text"/>
*Contact Name1	<input style="border: 2px solid red; width: 95%; height: 25px;" type="text"/>				
Contact Email Address	<input style="border: 2px solid red; width: 95%; height: 25px;" type="text"/>				
	<p>The contact address and phone information is required. To review/update the addresses, click the Envelope icon. To review/update the phone numbers, click the Telephone icon. The phone number is entered without hyphens.</p> <div data-bbox="256 848 407 905" style="border: 1px solid red; padding: 2px; margin-top: 10px;">   </div>				
	<p>The information in the Payer Information section is sent on the Transmitter (A) record.</p> <div data-bbox="256 984 1382 1577" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information</p> <p style="font-size: small; margin: 0;">Payor Data Suppliers and Business Units Piggyback States/Numbers</p> <p style="font-size: small; margin: 0;">SetID STATE Control ID 15100</p> <hr/> <p style="font-size: small; margin: 0;">Transmitter Information</p> <p style="font-size: small; margin: 0;"> <input checked="" type="checkbox"/> Supplier Software Indicator Transmitter Name 1 COMMONWEALTH OF VIRGINIA Transmitter Name 2 DEPARTMENT OF ACCOUNTS Tax ID 671042484 Transmitter Cntl Cd 36C33 Media Number *Contact Name1 Andrew Short Contact Email Address andrew.short@doa.virginia.gov </p> <hr/> <p style="font-size: small; margin: 0;">Payer Information Find View All First 1 of 5 Last</p> <p style="font-size: small; margin: 0;"> <input type="checkbox"/> Combined Federal State Filing </p> <p style="font-size: small; margin: 0;"> Payer Name 1 COMMONWEALTH OF VIRGINIA Payer Name 2 VIRGINIA BOARD OF ACCOUNTANCY Control ID Payer Tax ID 100008934 Employer's Ref # HMRC Office # Accts Office Ref # </p> </div>				
10.	<p>Review the Combined Federal State Filing checkbox option.</p> <p>Note: The Combined Federal State Filing checkbox option must be selected if the Agency is participating in the IRS Combined Federal/State Filing (CF/SF) Program whereby the IRS will forward State copies of information returns to other participating States.</p> <div data-bbox="256 1782 685 1845" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red; width: 20px; height: 15px;" type="checkbox"/> Combined Federal State Filing </div>				

Step	Action
11.	Enter the Agency's name in both the Payer Name 1 and Payer Name 2 fields. 
12.	Enter the Agency's Tax Identification Number (TIN) in the Payer Tax ID field. 
	The payer address and phone information is required. To review/update the addresses, click the Envelope icon. To review/update the phone numbers, click the Telephone icon. The phone number is entered without hyphens. 
13.	Click the Suppliers and Business Units tab. 

The **Suppliers and Business Units** tab displays.



Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Procurement Options ▾ > Withholding ▾ > Report Control Information

Payor Data Suppliers and Business Units Piggyback States/Numbers

Payer Find | View All First 1 of 5 Last

SetID STATE Control ID 15100 Payer Tax ID 100008934 COMMONWEALTH OF VIRGINIA

All Suppliers Include Direct Sales Suppliers

Business Units Find | View All First 1-2 of 2 Last

15100	Q	+ -
151P0	Q	+ -

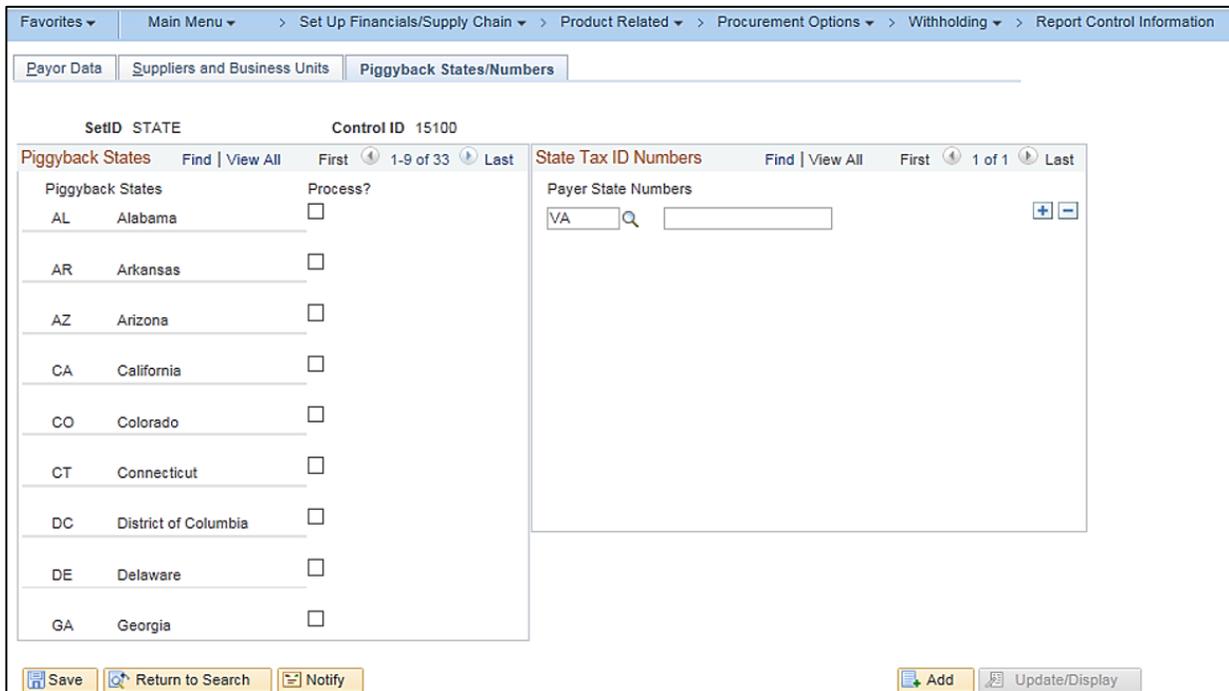
Save Return to Search Notify Add Update/Display

Payor Data | Suppliers and Business Units | Piggyback States/Numbers

14.	The All Suppliers checkbox option must be checked so that all withholding Suppliers that are associated with the Business Unit are included. 
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Step	Action
15.	<p>The Include Direct Sales Suppliers checkbox option should not be checked. This is not being used in Cardinal.</p> 
	<p>The Business Units Section lists all Cardinal Accounts Payable Business Units that roll up to the Agency Control ID for 1099 reporting purposes.</p> <p>If multiple Business Units are specified, Cardinal will consolidate the balances of Suppliers that have Vouchers spread out over the selected Business Units for 1099 reporting.</p>
16.	<p>Click the Piggyback States/Numbers tab. This page is populated if the Agency is participating in the Combined Federal/State Filing (CF/SF) Program.</p> 

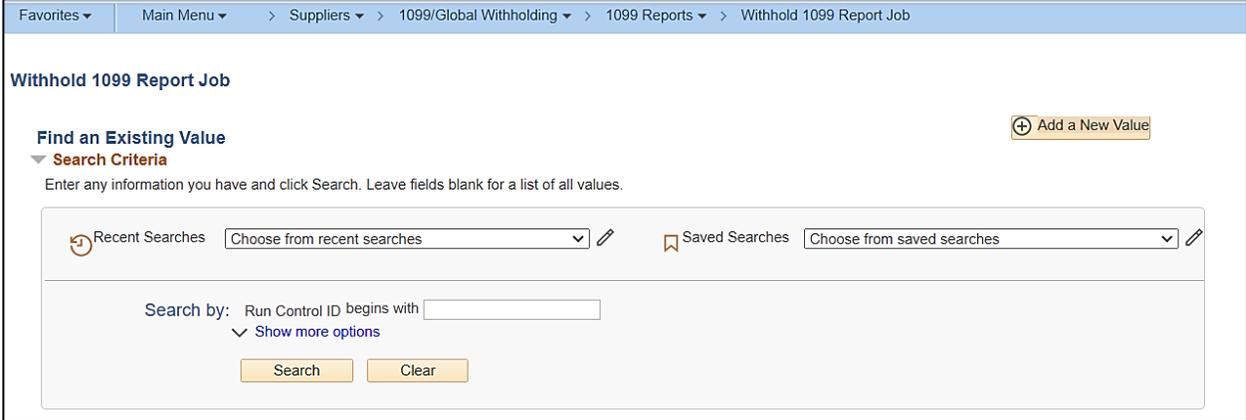
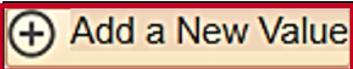
The **Piggyback States/Numbers** Tab displays.




The **Piggyback States** section displays the States participating in the combined federal and state 1099 filing process.

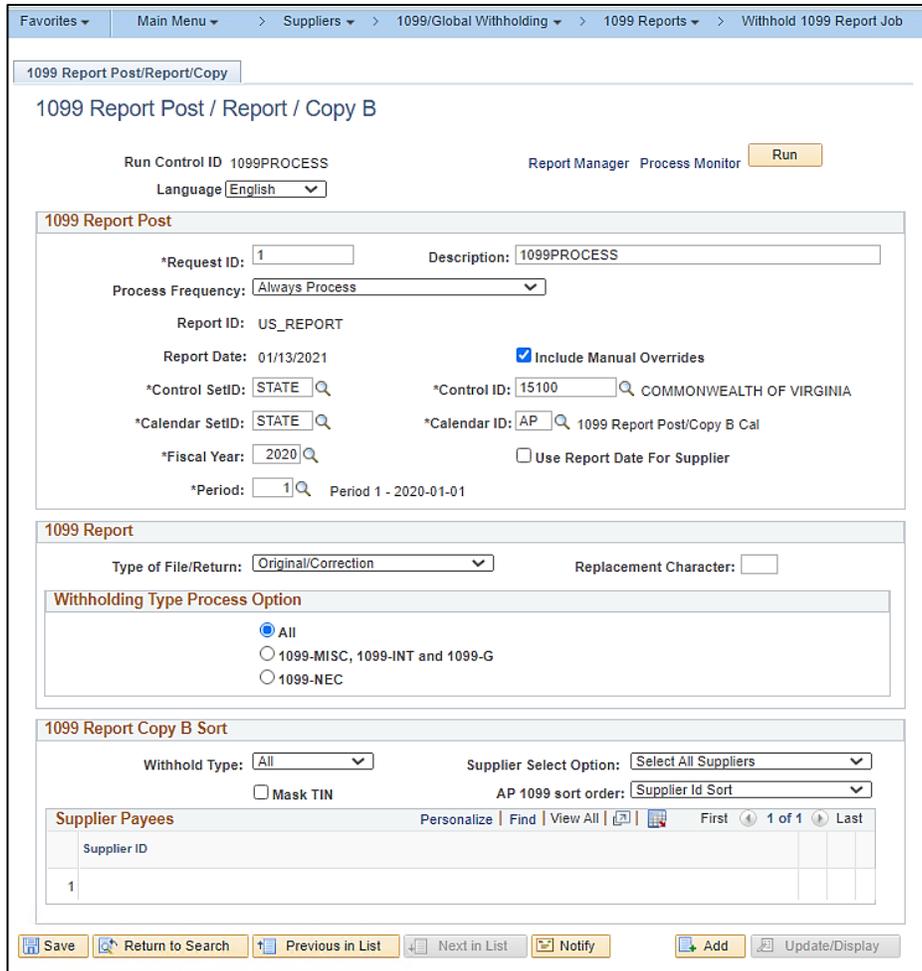
Step	Action
17.	Select the Process? checkbox option for each applicable State. This indicates to the IRS which States need copies. <div data-bbox="256 411 412 508" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Process? <input type="checkbox"/> </div>
	Be sure to review the “IRS Publication 1220” each year for a list of participating States.
	Do not enter any information in the Payer State Numbers fields within the State Tax ID Numbers Section . These fields are used if state taxes have been withheld from the Supplier. <div data-bbox="256 739 725 835" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Payer State Numbers <input type="text" value="VA"/> <input type="text"/> </div>

Creating the 1099 IRS Reporting File and the Copy B Statements

Step	Action
1.	Navigate to the Withhold 1099 Report Job page using the following path: Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job
<p>The Withhold 1099 Report Job page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
2.	Enter the applicable information in the Run Control ID field. 
	The first time running a job, select the Add a New Value tab and then create the Run Control ID. 
	For subsequent runs of this job, use the Run Control ID that was created the first time the job was run (Run Control IDs are unique to each user). Update the appropriate fields on the existing Run Control ID for any subsequent run.
3.	Click the Add button. 

Step	Action
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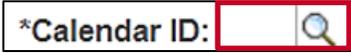
The **1099 Report Post / Report / Copy B** page displays.



The screenshot shows the following fields and values:

- Run Control ID: 1099PROCESS
- Language: English
- 1099 Report Post:
 - *Request ID: 1
 - Description: 1099PROCESS
 - Process Frequency: Always Process
 - Report ID: US_REPORT
 - Report Date: 01/13/2021
 - *Control SetID: STATE
 - *Control ID: 15100
 - *Calendar SetID: STATE
 - *Calendar ID: AP
 - *Fiscal Year: 2020
 - *Period: 1
- 1099 Report:
 - Type of File/Return: Original/Correction
 - Withholding Type Process Option: All (selected)
- 1099 Report Copy B Sort:
 - Withhold Type: All
 - Supplier Select Option: Select All Suppliers
 - AP 1099 sort order: Supplier Id Sort

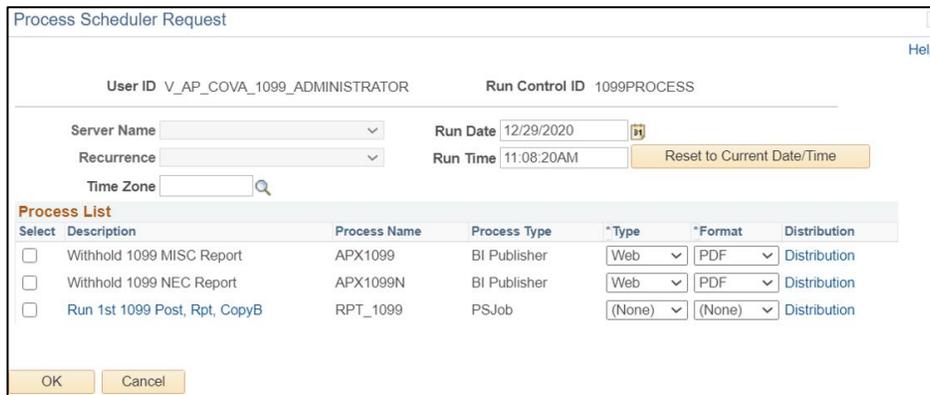
4.	<p>Enter “1” in the Request ID field. This Request ID of “1” can be used repeatedly. It is used internally by Cardinal to track each posting request.</p> <p>*Request ID: <input style="border: 2px solid red;" type="text" value=""/></p>
5.	<p>Enter a brief description for the request in the Description field (example: “1099 Process”).</p> <p>Description: <input style="border: 2px solid red;" type="text" value=""/></p>
6.	<p>Click the Process Frequency dropdown button and select “Always Process”.</p> <p>Process Frequency: <input style="border: 2px solid red;" type="text" value=""/></p>

Step	Action
7.	Select the Include Manual Overrides checkbox option. This is needed to include manually adjusted or updated withholding transactions. 
8.	Click the Control SetID Look Up icon and select "STATE". 
9.	Enter or select the Agency's Control ID in the Control ID field. 
10.	Click the Calendar SetID Look Up icon and select "STATE". 
11.	Click the Calendar ID Look Up icon and select "AP" (1099 Report Post/Copy B Cal). 
12.	Enter or select the Calendar Year being reported in the Fiscal Year field. 
13.	Do not select the Use Report Date for Supplier checkbox option. 
14.	Enter "1" in the Period field. The AP Calendar is an annual calendar and selecting Period 1 encompasses the entire year for this Calendar. 

Step	Action
15.	<p>Click the Type of File Return dropdown button within the 1099 Report section and select “Original/Correction” if the Agency has not yet sent a file to the IRS or if the Agency is sending a Correction file after IRS receipt of the original file.</p> <div data-bbox="256 443 1146 506" style="border: 1px solid black; padding: 5px;"> <p>Type of File/Return: <input style="width: 100%; height: 20px;" type="text" value="Original/Correction"/></p> </div>
16.	<p>Enter the Replacement Character provided by the IRS if they requested a replacement file in the Replacement Character field. The IRS will send a Replacement Character to enter on this page when running the process.</p> <div data-bbox="256 659 764 722" style="border: 1px solid black; padding: 5px;"> <p>Replacement Character: <input style="width: 100%; height: 20px;" type="text"/></p> </div>
	<p>It is recommended to send a test file each year to the IRS. A test file is required when applying to participate in the Combined Federal/State Filing Program.</p>
	<p>The options in the Withholding Type Process Option section allow the Agency to create the electronic files for reporting 1099-MISC without Nonemployee compensation, 1099-NEC without Miscellaneous transactions, or both 1099-MISC and 1099-NEC. These options include Corrections, if applicable.</p> <div data-bbox="256 1026 1398 1167" style="border: 1px solid black; padding: 5px;"> <p>Withholding Type Process Option</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> 1099-MISC, 1099-INT and 1099-G</p> <p><input type="radio"/> 1099-NEC</p> </div> <p>Options in this section include:</p> <ul style="list-style-type: none"> ● All: Select this option to produce one electronic file containing 1099-MISC and 1099-NEC, and Corrections, if applicable. If the Agency is ready to report all of the Suppliers’ 1099 on or before January 31, choose this option. This will produce a complete set of files for all of the 1099 Suppliers ● 1099-MISC: Select this option to produce one electronic file containing all 1099-MISC without NEC, and Corrections, if applicable. Cardinal does not produce 1099-G or 1099-INT files ● 1099-NEC: Select this option to produce one electronic file containing all 1099-NEC without MISC, and Corrections, if applicable. <p>If the Agency cannot produce all of the 1099’s in order to meet the January 31 IRS reporting requirement for 1099-NEC (Nonemployee compensation), the Agency will need to run the process with the “All” option.</p> <p>Whatever selections made in the Withholding Type Process Options section of this page will be marked as “Sent” when the Agency runs the Withhold Sent File. Refer to the Running the Withholding Sent File Process section of this Job Aid.</p> <p>The transactions marked “Sent” will not be produced or generated in any subsequent 1099 Job Process runs.</p>

Step	Action
17.	Click the Withhold Type dropdown button and select "All". 
18.	Do not select the Mask TIN checkbox option. 
19.	Click the Supplier Select Option dropdown button and select "All Suppliers". 
20.	Click the AP 1099 sort order dropdown button and select the applicable list item. "Supplier Id Sort" is recommended, but "TIN Sort" and "Name Sort" are the other available options. 
21.	Click the Save button. 
22.	Click the Run button. 

The **Process Scheduler Request** page displays in a pop-up window.



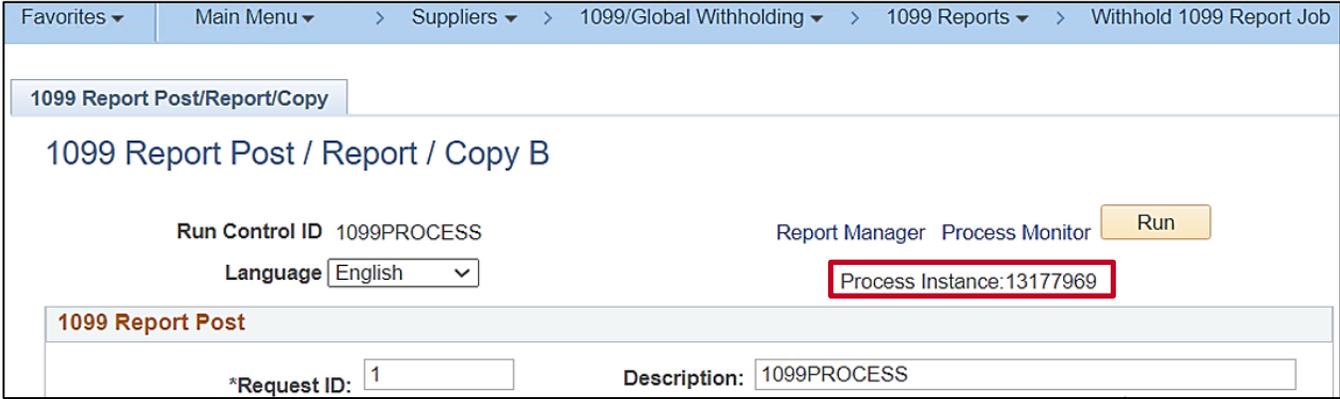
The screenshot shows a 'Process Scheduler Request' dialog box with the following details:

- User ID: V_AP_COVA_1099_ADMINISTRATOR
- Run Control ID: 1099PROCESS
- Server Name: [Dropdown]
- Run Date: 12/29/2020
- Recurrence: [Dropdown]
- Run Time: 11:08:20AM
- Time Zone: [Dropdown]

Process List

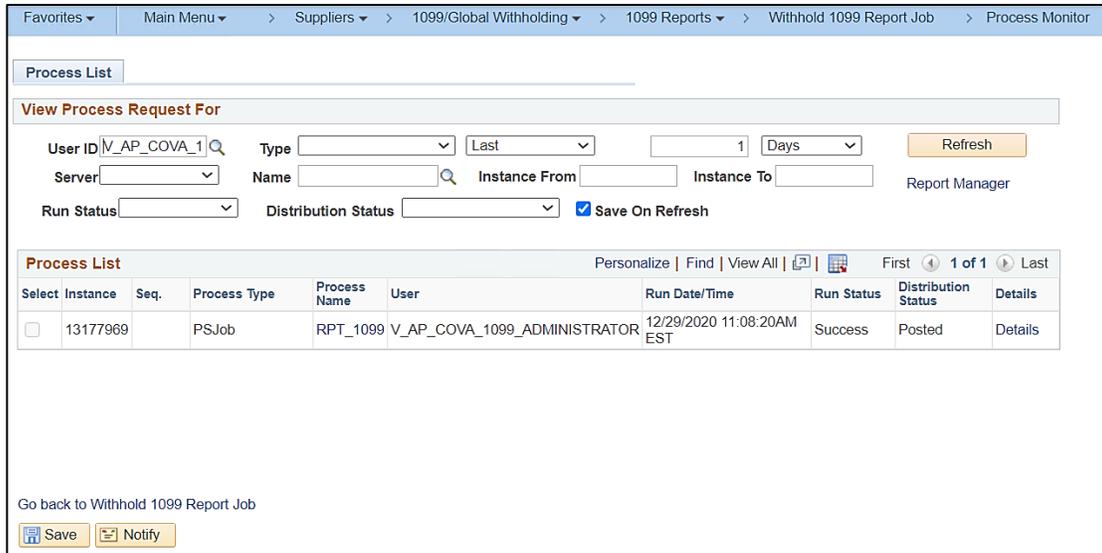
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Run 1st 1099 Post, Rpt, CopyB	RPT_1099	PSJob	(None)	(None)	Distribution

Buttons: OK, Cancel

Step	Action
23.	<p>Click the Select checkbox for the “Run 1st 1099 Post, Rpt, CopyB” row within the Process List section to run the IRS file, and to generate data for the Copy B reports.</p> 
	<p>This job needs to be run first to produce the original or corrected Copy B forms.</p>
24.	<p>Click the OK button.</p> 
<p>The Run Control page displays and the Process Instance Number has been assigned.</p> 	
25.	<p>Click the Process Monitor link.</p> 

Step	Action
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The **Process List** page displays.

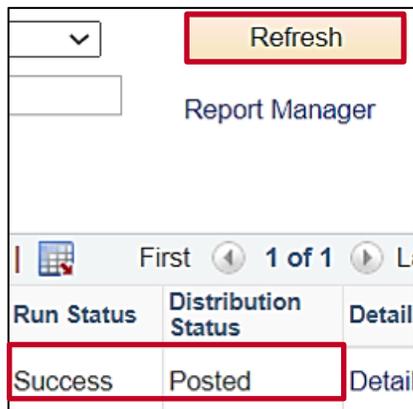


The screenshot shows the 'Process List' page with the following details:

- Navigation:** Favorites > Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job > Process Monitor
- Form Fields:**
 - User ID: V_AP_COVA_1
 - Type: [Dropdown]
 - Last: [Dropdown]
 - 1 Days
 - Refresh button
 - Server: [Dropdown]
 - Name: [Text]
 - Instance From: [Text]
 - Instance To: [Text]
 - Report Manager
 - Run Status: [Dropdown]
 - Distribution Status: [Dropdown]
 - Save On Refresh (checked)
- Table:**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177969		PSJob	RPT_1099	V_AP_COVA_1099_ADMINISTRATOR	12/29/2020 11:08:20AM EST	Success	Posted	Details
- Footer:** Go back to Withhold 1099 Report Job, Save, Notify buttons.

26. Click the **Refresh** button periodically until the **Run Status** field displays “Success” and the **Distribution Status** field displays “Posted”.



This close-up shows the 'Refresh' button highlighted with a red box. Below it, the table row from the previous screenshot is shown, with the 'Run Status' field containing 'Success' and the 'Distribution Status' field containing 'Posted', both also highlighted with red boxes.

27. Click the **Details** link.

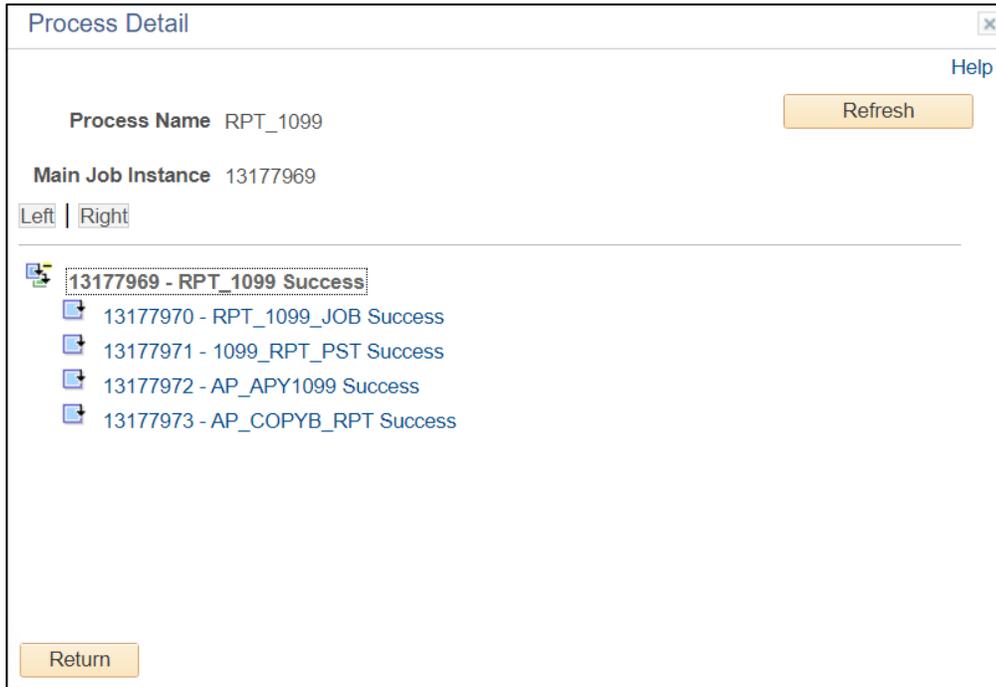


The screenshot shows the 'Process List' table with the 'RPT_1099' cell in the 'Process Name' column highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177969		PSJob	RPT_1099	V_AP_COVA_1099_ADMINISTRATOR	12/29/2020 11:08:20AM EST	Success	Posted	Details

Step	Action
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The **Process Detail** page displays in a pop-up window. This page displays a list of the individual processes that make up the 1099 Job and each RPT or file is accessible.



28.	<p>Click the AP_APY1099 Success link to view the IRS tax file.</p> 
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Step	Action																														
	<p>The Process Detail page refreshes.</p> <div data-bbox="232 378 1417 1136" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Process Detail Help </div> <div style="border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> Process </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px 5px 2px 20px;">Instance 13177972</td> <td style="width: 50%; padding: 2px 5px 2px 20px;">Type Application Engine</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Name AP_APY1099</td> <td style="padding: 2px 5px 2px 20px;">Description 1099 Report</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Run Status Success</td> <td style="padding: 2px 5px 2px 20px;">Distribution Status Posted</td> </tr> </table> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <div style="width: 45%;">Run</div> <div style="width: 45%;">Update Process</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px 5px 2px 20px;">Run Control ID 1099PROCESS</td> <td style="width: 50%; padding: 2px 5px 2px 20px;"><input type="radio"/> Hold Request</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Location Server</td> <td style="padding: 2px 5px 2px 20px;"><input type="radio"/> Queue Request</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Server PSUNX1</td> <td style="padding: 2px 5px 2px 20px;"><input type="radio"/> Cancel Request</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Recurrence</td> <td style="padding: 2px 5px 2px 20px;"><input type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td style="padding: 2px 5px 2px 20px;"><input type="radio"/> Re-send Content</td> </tr> <tr> <td></td> <td style="padding: 2px 5px 2px 20px;"><input type="radio"/> Restart Request</td> </tr> </table> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <div style="width: 45%;">Date/Time</div> <div style="width: 45%;">Actions</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px 5px 2px 20px;">Request Created On 12/29/2020 11:09:36AM EST</td> <td style="width: 25%; padding: 2px 5px 2px 20px;">Parameters</td> <td style="width: 25%; padding: 2px 5px 2px 20px;">Transfer</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Run Anytime After 12/29/2020 11:08:20AM EST</td> <td style="padding: 2px 5px 2px 20px;">Message Log</td> <td style="padding: 2px 5px 2px 20px;">View Locks</td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Began Process At 12/29/2020 11:10:45AM EST</td> <td style="padding: 2px 5px 2px 20px;">Batch Timings</td> <td></td> </tr> <tr> <td style="padding: 2px 5px 2px 20px;">Ended Process At 12/29/2020 11:10:58AM EST</td> <td style="padding: 2px 5px 2px 20px;">View Log/Trace</td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; padding: 5px 20px 5px 20px;"> OK Cancel </div> </div>	Instance 13177972	Type Application Engine	Name AP_APY1099	Description 1099 Report	Run Status Success	Distribution Status Posted	Run Control ID 1099PROCESS	<input type="radio"/> Hold Request	Location Server	<input type="radio"/> Queue Request	Server PSUNX1	<input type="radio"/> Cancel Request	Recurrence	<input type="radio"/> Delete Request		<input type="radio"/> Re-send Content		<input type="radio"/> Restart Request	Request Created On 12/29/2020 11:09:36AM EST	Parameters	Transfer	Run Anytime After 12/29/2020 11:08:20AM EST	Message Log	View Locks	Began Process At 12/29/2020 11:10:45AM EST	Batch Timings		Ended Process At 12/29/2020 11:10:58AM EST	View Log/Trace	
Instance 13177972	Type Application Engine																														
Name AP_APY1099	Description 1099 Report																														
Run Status Success	Distribution Status Posted																														
Run Control ID 1099PROCESS	<input type="radio"/> Hold Request																														
Location Server	<input type="radio"/> Queue Request																														
Server PSUNX1	<input type="radio"/> Cancel Request																														
Recurrence	<input type="radio"/> Delete Request																														
	<input type="radio"/> Re-send Content																														
	<input type="radio"/> Restart Request																														
Request Created On 12/29/2020 11:09:36AM EST	Parameters	Transfer																													
Run Anytime After 12/29/2020 11:08:20AM EST	Message Log	View Locks																													
Began Process At 12/29/2020 11:10:45AM EST	Batch Timings																														
Ended Process At 12/29/2020 11:10:58AM EST	View Log/Trace																														
29.	<p>Click the View Log/Trace link.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> View Log/Trace </div>																														

Step	Action
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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
✕

[Help](#)

Report

Report ID 57725818 Process Instance 13177972 [Message Log](#)

Name AP_APY1099 Process Type Application Engine

Run Status Success

1099 Report

Distribution Details

Distribution Node finsit Expiration Date 01/28/2021

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_13177972.log	169	12/29/2020 11:10:58.510548AM EST
IRS_001_15100_13177972.TXT	8,261	12/29/2020 11:10:58.510548AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_AP_COVA_1099_ADMINISTRATOR

30.	<p>Click the TXT file under the File List section to view the IRS tax files.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;">IRS_001_15100_13177972.TXT</div>
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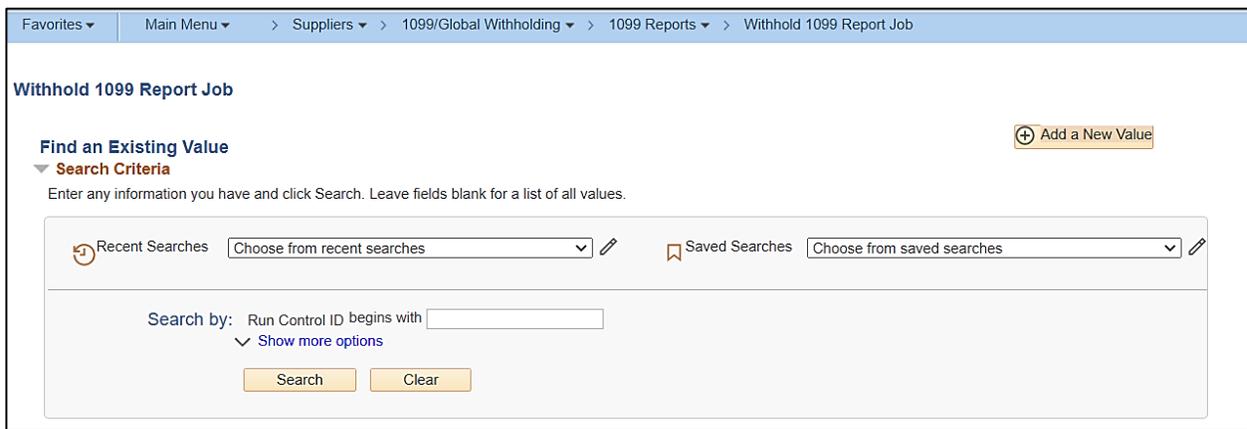
	<p>Users must save the file to their secure directory as file type Text (*.txt). This text file can then be uploaded to the IRS FIRE Production System. Refer to the “IRS Publication 1220” for detailed instructions on sending the file.</p>
---	--

Creating the 1099 Copy B Reports

The 1099 report process produces the electronic file and moves data to a reporting table to produce Copy B reports.

Step	Action
1.	Navigate to the Withhold 1099 Report Job page using the following path: Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

The **Withhold 1099 Report Job** run control page displays with the **Find and Existing Value** tab displayed by default.

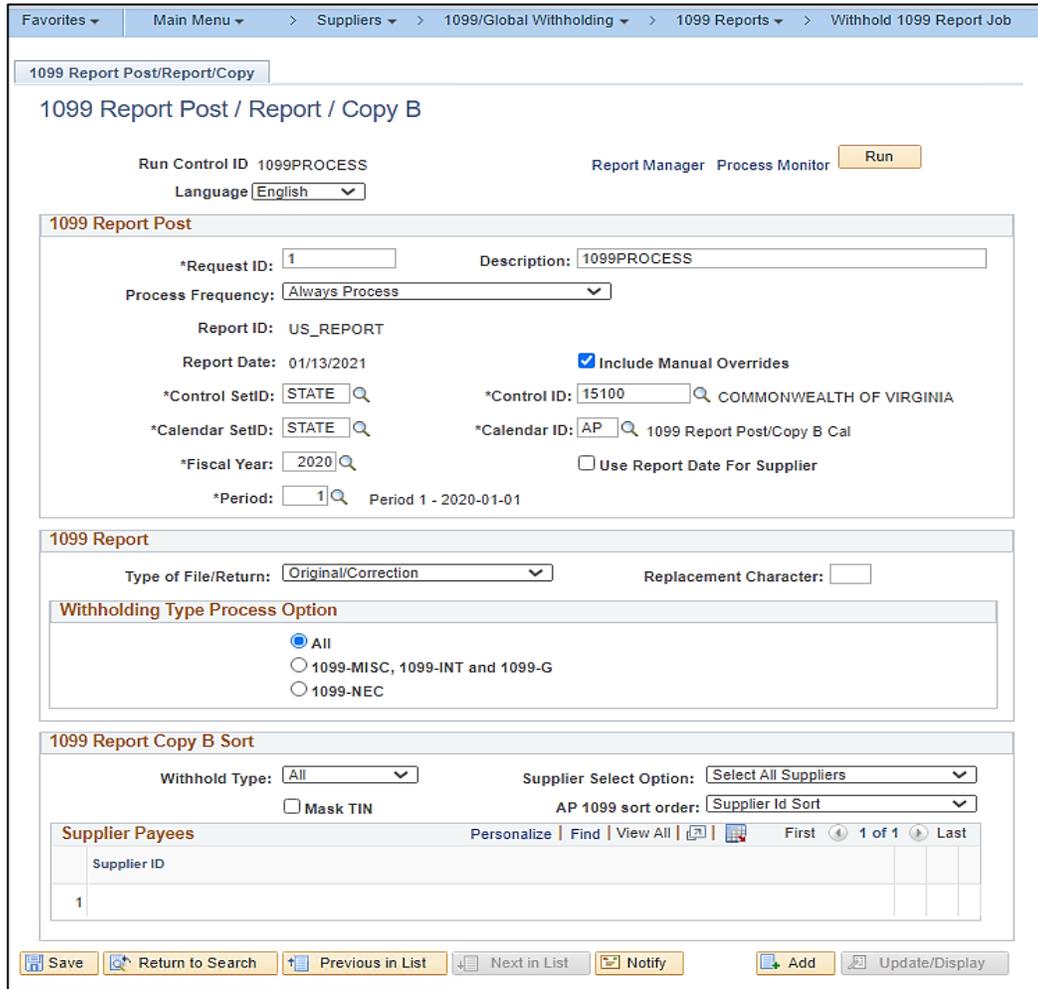


The screenshot shows the 'Withhold 1099 Report Job' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job. Below this, the page title is 'Withhold 1099 Report Job'. There is a tab labeled 'Find an Existing Value' and a button 'Add a New Value'. Under the tab, there is a section for 'Search Criteria' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus: 'Recent Searches' (Choose from recent searches) and 'Saved Searches' (Choose from saved searches). The 'Search by:' field is set to 'Run Control ID begins with' with an empty input box. There is a link 'Show more options' and two buttons: 'Search' and 'Clear'.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Enter the Run Control ID that was used to create the IRS file in the Search by field. 
3.	Click the Search button. 

Step	Action
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The **1099 Report Post / Report / Copy B** page displays with all of the parameters that were established when the IRS file was created.



1099 Report Post / Report / Copy B

Run Control ID: 1099PROCESS Report Manager Process Monitor **Run**

Language: English

1099 Report Post

*Request ID: 1 Description: 1099PROCESS

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 01/13/2021 Include Manual Overrides

*Control SetID: STATE *Control ID: 15100 COMMONWEALTH OF VIRGINIA

*Calendar SetID: STATE *Calendar ID: AP 1099 Report Post/Copy B Cal

*Fiscal Year: 2020 Use Report Date For Supplier

*Period: 1 Period 1 - 2020-01-01

1099 Report

Type of File/Return: Original/Correction Replacement Character:

Withholding Type Process Option

All

1099-MISC, 1099-INT and 1099-G

1099-NEC

1099 Report Copy B Sort

Withhold Type: All Supplier Select Option: Select All Suppliers

Mask TIN AP 1099 sort order: Supplier Id Sort

Supplier Payees Personalize | Find | View All | First | 1 of 1 | Last

Supplier ID
1

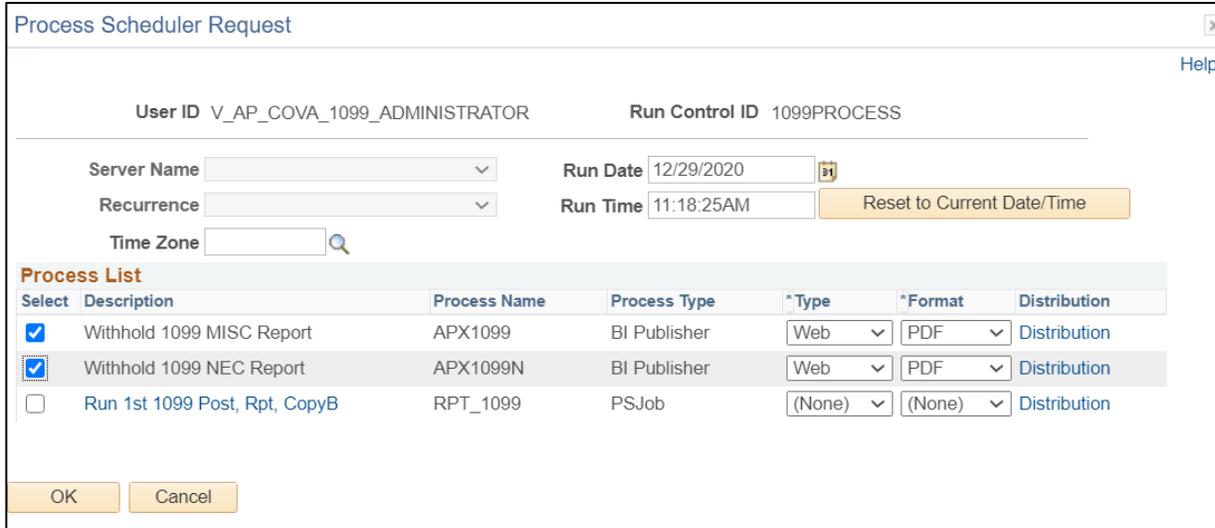
Save Return to Search Previous in List Next in List Notify Add Update/Display

4. Click the **Run** button.



Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.



- Click the **Select** checkbox option for the Withhold 1099 Report (BI Publisher) job to run the Copy B reports.

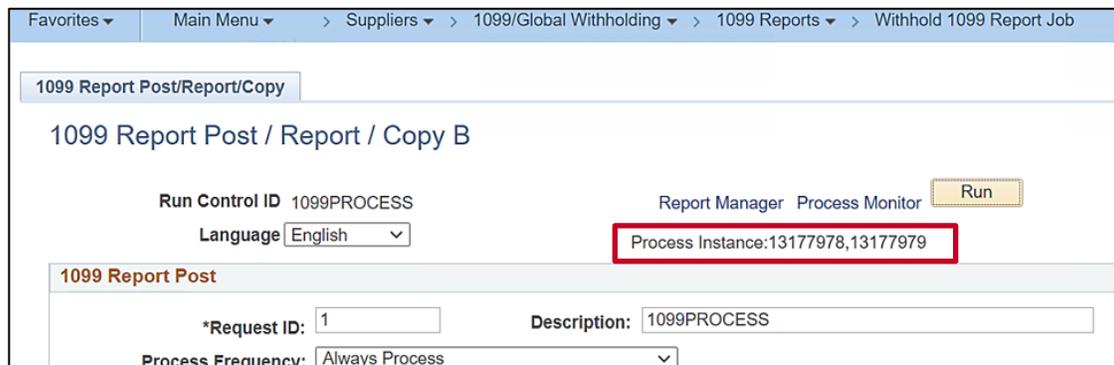
One or both reports can be selected as appropriate.

<input checked="" type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher
<input checked="" type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher

- Click the **OK** button.

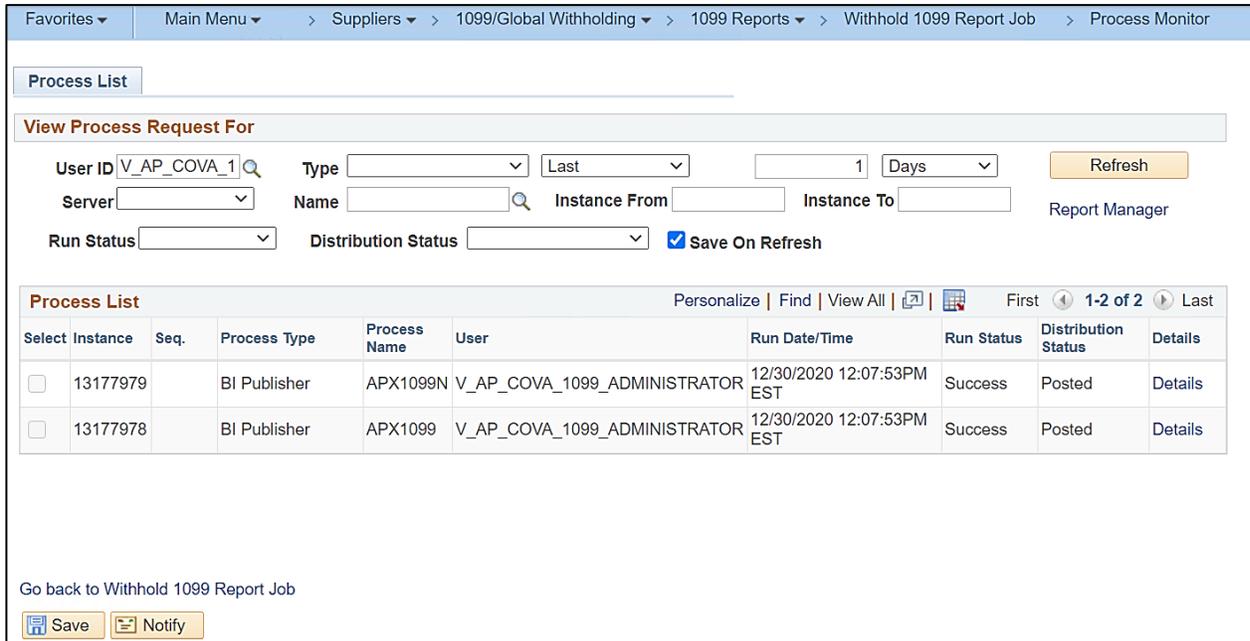


The **1099 Report Post / Report / Copy B** page displays with the assigned Process Instance Number(s).



Step	Action
8.	Click the Process Monitor link. 

The **Process List** displays.



Process List

View Process Request For

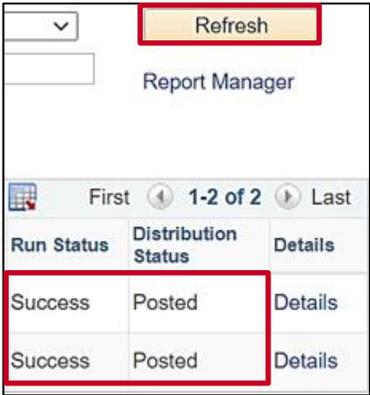
User ID Type Days

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177979		BI Publisher	APX1099N	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 12:07:53PM EST	Success	Posted	Details
<input type="checkbox"/>	13177978		BI Publisher	APX1099	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 12:07:53PM EST	Success	Posted	Details

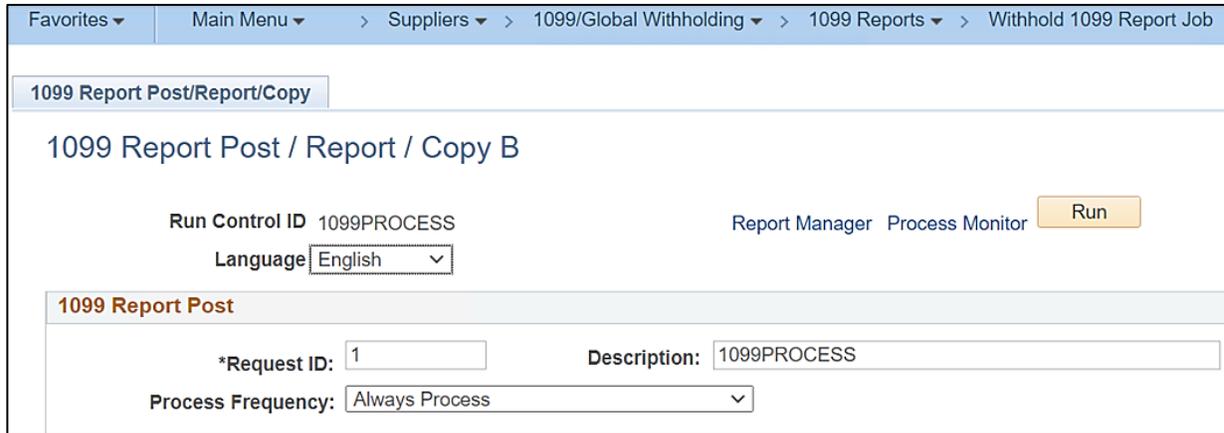
Go back to Withhold 1099 Report Job

9.	Click the Refresh button periodically until the Run Status field displays “Success” and the Distribution Status field displays “Posted”. 
----	--

10.	Click the Go back to Withhold 1099 Report Job link. 
-----	---

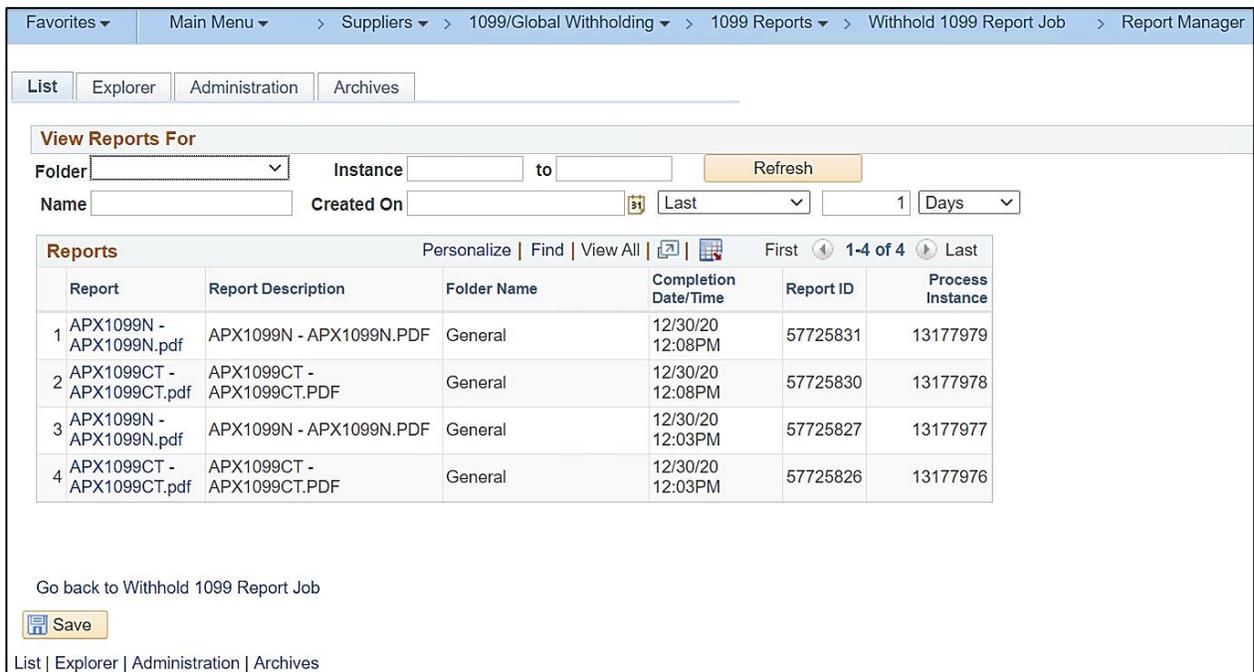
Step	Action
------	--------

The **1099 Report Post/Report/Copy B** page redisplay.



11.	Click the Report Manager link. 
-----	--

The **List** tab displays.



Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/30/20 12:08PM	57725831	13177979
2 APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/30/20 12:08PM	57725830	13177978
3 APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/30/20 12:03PM	57725827	13177977
4 APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/30/20 12:03PM	57725826	13177976

12.	Click the APX1099CT - APX1099CT.PDF link. 
-----	---

Step	Action																																				
	<p>The PDF will display information for the appropriate 1099 (MISC or NEC) Copy B or may be blank if there is no 1099 data to display.</p> <div data-bbox="386 415 1370 1453" style="border: 1px solid black; padding: 10px;"> <p>Instructions for Recipient Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS. Account number. May show an account or other unique number the payer assigned to distinguish your account. Amounts shown may be subject to self-employment (SE) tax. Individuals should see the Instructions for Schedule SE (Form 1040). Corporations, fiduciaries, or partnerships must report the amounts on the appropriate line of their tax returns. Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your information correctly. Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business. See Pub. 527. Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the Schedule E (Form 1040) instructions. For royalties on timber, coal, and iron ore, see Pub. 544. Box 3. Generally, report this amount on the "Other income" line of Schedule 1 (Form 1040) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040). Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld. Box 5. Shows the amount paid to you as a fishing boat crew member by the operator, who considers you to be self-employed. Self-employed individuals must report this amount on Schedule C (Form 1040). See Pub. 334. Box 6. For individuals, report on Schedule C (Form 1040). Box 7. If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040). Box 8. Show substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Schedule 1 (Form 1040). Box 9. Report this amount on Schedule F (Form 1040). Box 10. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return. Box 11. Shows the amount of cash you received for the sale of fish if you are in the trade or business of catching fish. Box 12. May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A plus any earnings on current and prior year deferrals. Box 13. If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the Instructions for Form 8338. Box 14. Reserved for future use. Box 15. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. Any amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-SR, or 1040-NR. See the instructions for your tax return. Boxes 16-18. Show state or local income tax withheld from the payments. Future developments. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1099MISC. Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.</p> <p style="text-align: center;"><input type="checkbox"/> CORRECTED (if checked)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="width: 50%;"> PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF FORENSIC SCIENCE 700 N. 5TH ST. RICHMOND, VA 804-588-4055 </td> <td style="width: 10%; text-align: center;"> 1 Rents \$ </td> <td style="width: 10%; text-align: right;"> OMB No. 1545-0115 Form 1099-MISC (Rev. April 2025) </td> <td rowspan="2" style="width: 10%; text-align: center; vertical-align: middle;"> Miscellaneous Information </td> </tr> <tr> <td colspan="2"> PAYER'S TIN RECIPIENT'S TIN </td> <td style="text-align: center;"> 2 Royalties \$ 0.00 </td> <td style="text-align: center;"> 4 Federal income tax withheld \$ 0.00 </td> </tr> <tr> <td colspan="2"> RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code </td> <td style="text-align: center;"> 3 Other income \$ 0.00 </td> <td style="text-align: center;"> 5 Fishing boat proceeds \$ 0.00 </td> <td rowspan="4" style="text-align: center; vertical-align: middle;"> Copy B For Recipient This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported. </td> </tr> <tr> <td colspan="2"> 13 FATCA filing requirement <input type="checkbox"/> </td> <td style="text-align: center;"> 6 Medical and health care payments \$ 0.00 </td> <td style="text-align: center;"> 7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"> Account number (see instructions) </td> <td style="text-align: center;"> 8 Substitute payments in lieu of dividends or interest \$ 0.00 </td> <td style="text-align: center;"> 9 Crop insurance proceeds \$ 0.00 </td> </tr> <tr> <td colspan="2"> Form 1099-MISC (Rev. 4-2025) (keep for your records) </td> <td style="text-align: center;"> 10 Gross proceeds paid to an attorney \$ 0.00 </td> <td style="text-align: center;"> 11 Fish purchased for resale \$ 0.00 </td> </tr> <tr> <td colspan="2"> www.irs.gov/Form1099MISC </td> <td style="text-align: center;"> 12 Section 409A deferrals \$ 0.00 </td> <td style="text-align: center;"> 14 </td> <td style="text-align: center;"> 15 Nonqualified deferred compensation \$ 0.00 </td> </tr> <tr> <td colspan="2"> Department of the Treasury - Internal Revenue Service </td> <td style="text-align: center;"> 16 State tax withheld \$ 0.00 </td> <td style="text-align: center;"> 17 State Payer's state no. </td> <td style="text-align: center;"> 18 State income \$ 0.00 </td> </tr> </table> </div>	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF FORENSIC SCIENCE 700 N. 5TH ST. RICHMOND, VA 804-588-4055		1 Rents \$	OMB No. 1545-0115 Form 1099-MISC (Rev. April 2025)	Miscellaneous Information	PAYER'S TIN RECIPIENT'S TIN		2 Royalties \$ 0.00	4 Federal income tax withheld \$ 0.00	RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		3 Other income \$ 0.00	5 Fishing boat proceeds \$ 0.00	Copy B For Recipient This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.	13 FATCA filing requirement <input type="checkbox"/>		6 Medical and health care payments \$ 0.00	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	Account number (see instructions)		8 Substitute payments in lieu of dividends or interest \$ 0.00	9 Crop insurance proceeds \$ 0.00	Form 1099-MISC (Rev. 4-2025) (keep for your records)		10 Gross proceeds paid to an attorney \$ 0.00	11 Fish purchased for resale \$ 0.00	www.irs.gov/Form1099MISC		12 Section 409A deferrals \$ 0.00	14	15 Nonqualified deferred compensation \$ 0.00	Department of the Treasury - Internal Revenue Service		16 State tax withheld \$ 0.00	17 State Payer's state no.	18 State income \$ 0.00
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Department of the Treasury - Internal Revenue Service		16 State tax withheld \$ 0.00	17 State Payer's state no.	18 State income \$ 0.00																																	
13.	Review the 1099-MISC Copy Bs as needed.																																				
	<p>If adjustments are needed, refer to the Adding Withholding Adjustments section of this Job Aid for instructions on how to enter any adjustments identified to the withholding amounts for the required Suppliers and rerun the Withhold 1099 Jobs to create the IRS file and the 1099-MISC Copy Bs.</p> <p>Repeat Steps 12-13 for the 1099-NEC Copy Bs.</p>																																				



Step	Action
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The 1099 Copy B displays.

Instructions for Recipient
You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare taxes.

If you believe you are an employee and cannot get the payer to correct this form, report the amount shown in box 1 on the line for "Wages, salaries, tips, etc." of Form 1040, 1040-SR, or 1040-NR. You must also complete Form 8919 and attach it to your return. For more information, see Pub. 1779, Independent Contractor or Employee.

If you are not an employee but the amount in box 1 is not self-employment (SE) income (for example, it is income from a sporadic activity or a hobby), report the amount shown in box 1 on the "Other income" line (on Schedule 1 (Form 1040)).

Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)). However, the issuer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

Box 1. Shows nonemployee compensation. If the amount in this box is SE income, report it on Schedule C or F (Form 1040) if a sole proprietor, or on Form 1065 and Schedule K-1 (Form 1065) if a partnership, and the recipient/partner completes Schedule SE (Form 1040).

Note: If you are receiving payments on which no income, social security, and Medicare taxes are withheld, you should make estimated tax payments. See Form 1040-ES (or Form 1040-ES (NR)). Individuals must report these amounts as explained in these box 1 instructions. Corporations, fiduciaries, and partnerships must report these amounts on the appropriate line of their tax returns.

Box 2. If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 3. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.

Box 4. Shows backup withholding. A payer must backup withhold on certain payments if you did not give your TIN to the payer. See Form W-9, Request for Taxpayer Identification Number and Certification, for information on backup withholding. Include this amount on your income tax return as tax withheld.

Boxes 5-7. State income tax withheld reporting boxes.

Future developments. For the latest information about developments related to Form 1099-NEC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1099NEC.

Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF FORENSIC SCIENCE 700 N. 5TH ST. RICHMOND, VA 804/588-4055	OMB No. 1545-0116 Form 1099-NEC (Rev. April 2025) For calendar year 2025	Nonemployee Compensation			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">PAYER'S TIN</td> <td style="width: 25%; padding: 2px;">RECIPIENT'S TIN</td> <td style="width: 50%; padding: 2px;">1 Nonemployee compensation \$</td> </tr> </table>	PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$	Copy B For Recipient	
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$			
RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code	2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	3 Excess golden parachute payments \$ 0.00			
Account number (see instructions)	4 Federal income tax withheld \$ 0.00	5 State tax withheld \$ 0.00			
	6 State Payer's state no. VA	7 State income \$ 0.00			

Form 1099-NEC (Rev. 4-2025) (keep for your records) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

14.	Open and save the final 1099 Copy B PDF copies.
15.	Print the 1099 Copy B forms for mailing.

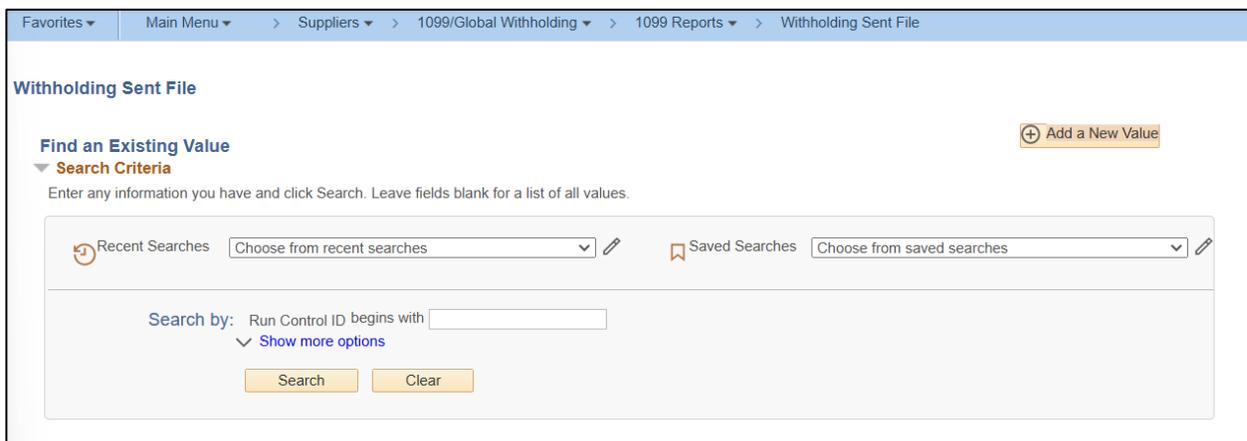
Running the Withholding Sent File Process

The final step in the 1099 process is to run the Withholding Sent (WTHD_SENT) process. This process finalizes the 1099 reporting and file creation process.

It is important that the Agency does not run this process until the Agency has sent their file to the IRS and received confirmation from the IRS of successful transmission.

Step	Action
1.	Navigate to the Withholding Sent File page using the following path: Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withholding Sent File

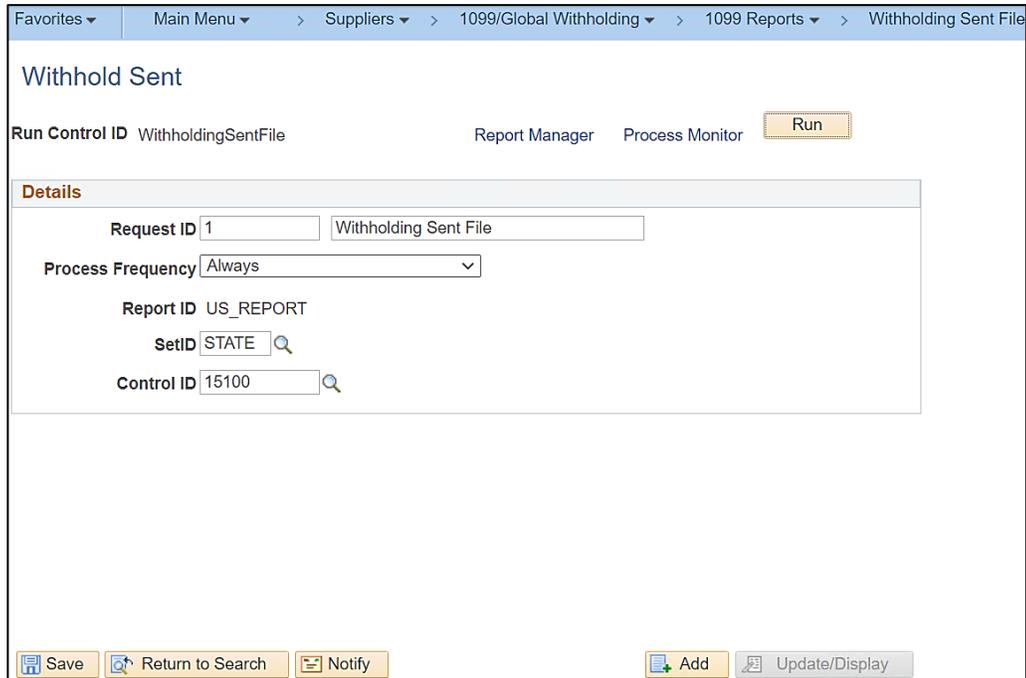
The **Withholding Sent File Search** page displays.



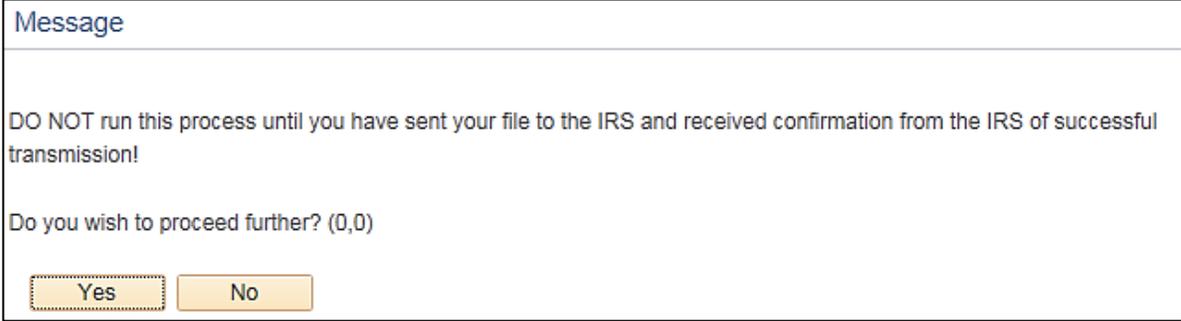
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Enter the applicable information in the Run Control ID field. 
	The first time running a job, click the Add a New Value button and then create the Run Control ID. 
	For subsequent runs of this job, use the Run Control ID that was created the first time the job was run (Run Control IDs are unique to each user). Update the appropriate fields on the existing Run Control ID for any subsequent run.

Step	Action
3.	Click the Add button. 

The **Withhold Sent** page displays.

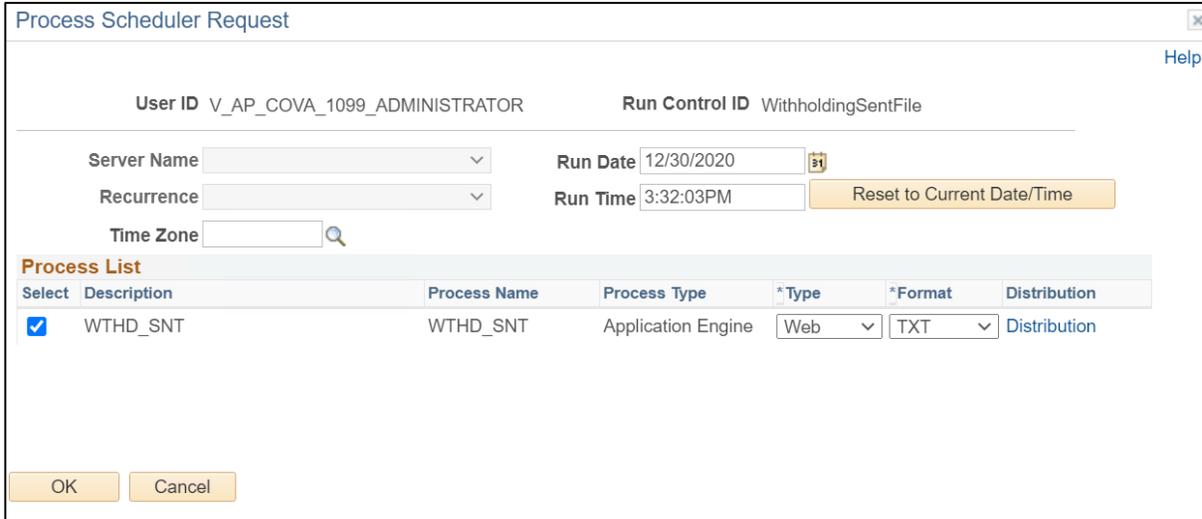


4.	Enter “1” in the Request ID field. This Request ID of “1” can be used repeatedly. It is used internally by Cardinal to track each posting request. 
5.	Enter a brief description for the request in the Description field (field to the right of the Request ID field) (example: “Withholding Sent File”). 
6.	Click the Process Frequency dropdown button and select “Always Process”. 
7.	Click the SetID Look Up icon and select “STATE”. 

Step	Action
8.	Enter or select the Agency's Control ID in the Control ID field. 
9.	Click the Save button. 
10.	Click the Run button. 
<p>A Message displays in a pop-up window.</p> 	
11.	Select the appropriate answer based on the following guidance: <ul style="list-style-type: none"> Click the Yes button if the Agency has sent the file to the IRS and received a confirmation from the IRS that the file was successfully transmitted Click the No button if the Agency has not sent the file to the IRS and received a confirmation from the IRS that the file was successfully transmitted. <u>DO NOT PROCEED UNTIL THIS STEP IS COMPLETED</u> <p>For this scenario, the file has been sent and successfully confirmed. Click the Yes button.</p> 
	Whatever selections were made in the Withholding Type Process Options section when the IRS file was created will be marked as "Sent" when this process is run. The transactions marked "Sent" will not be produced or generated in any subsequent 1099 Job Process runs.

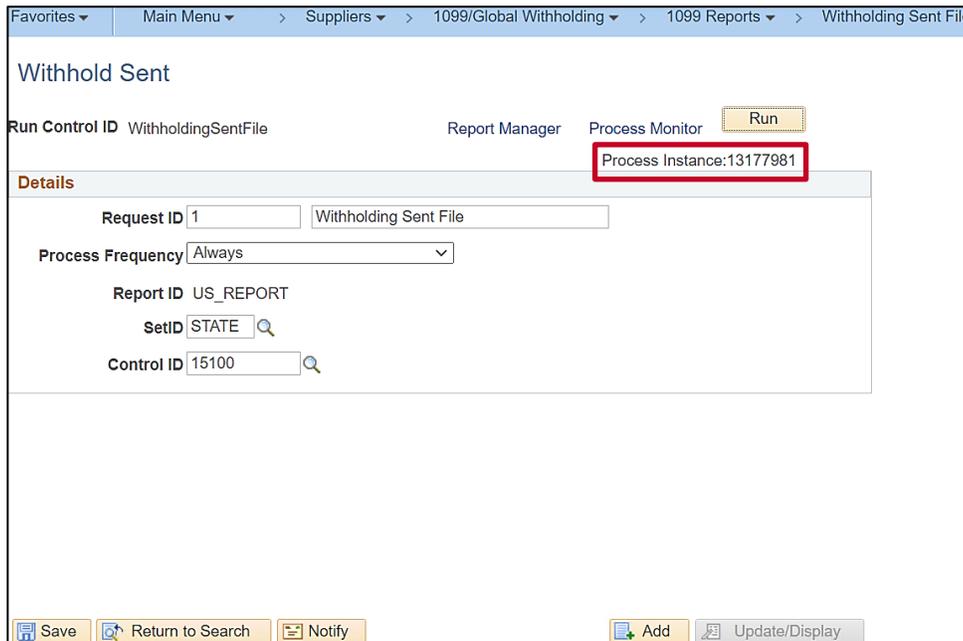
Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.



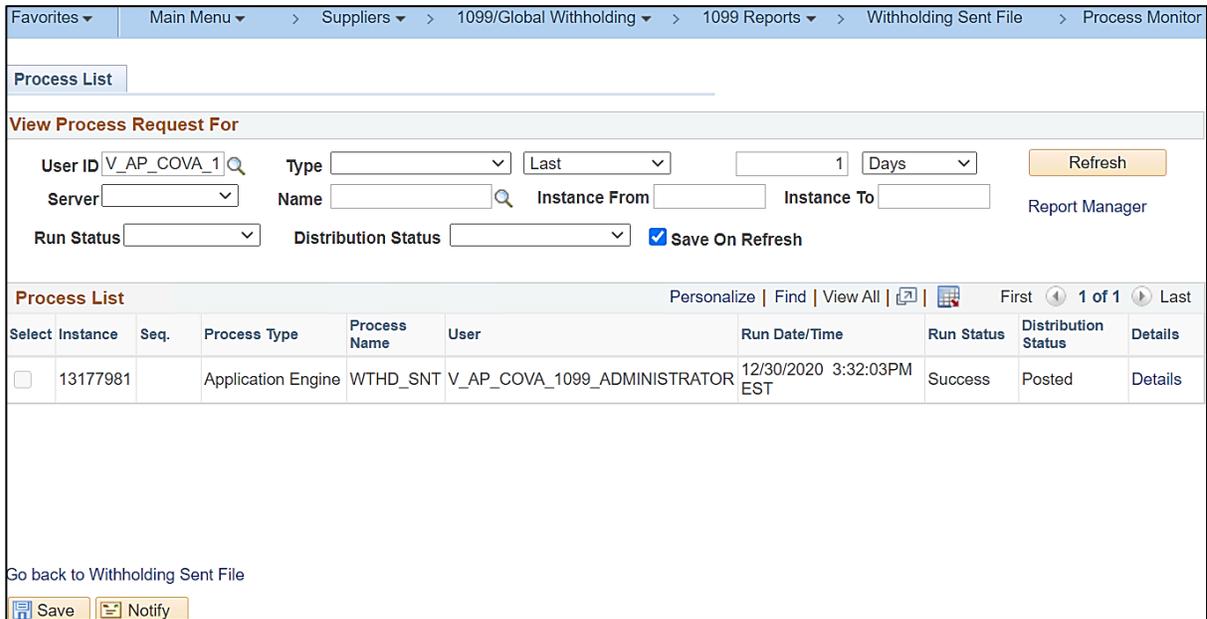
12.	Click the OK button. 
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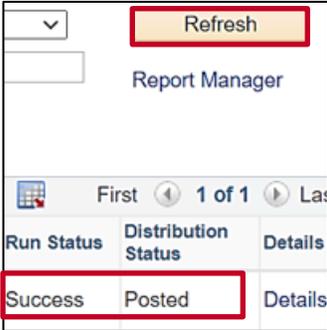
The **Withhold Sent** page redisplay with the assigned Process Instance Number.



Step	Action
13.	Click the Process Monitor link. 

The **Process List** page displays.



14.	Click the Refresh button periodically until the Run Status field displays “Success” and the Distribution Status field displays “Posted”. 
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A **Run Status** of “Success” means that the files have been marked in Cardinal as sent to the IRS.

Processing Correction Files after IRS Submission and Withholding Sent File Process is Complete

If the Agency determines that incorrect data was reported for a Supplier or a group of Suppliers after the initial submission, a Correction file must be created. To correct the transaction data, complete the following:

1. Enter an adjustment on the **Withhold Adjustments** page. Refer to the [Adding Withholding Adjustments](#) section of this Job Aid for instructions on how to make the adjustments.
2. Run the 1099 Jobs to produce the IRS file and the corrected Copy B forms. The system generates the 1099 report showing only the corrections and the appropriate 1099 Copy B forms. Refer to the [Creating the 1099 IRS Reporting File and the Copy B Statements](#) section of this Job Aid for instructions on how to create the Correction file.
3. Run the Withholding Sent File process after confirmation is received from the IRS. Remember that the selections used in the **Withholding Type Process Option** section of the page must match the selections used when the Agency created the 1099 IRS Reporting File.

Processing Replacement Files after IRS Submission and Withholding Sent File Process is Complete

A replacement file is an information return file sent by the filer/transmitter at the request of the IRS because of errors encountered by the IRS while processing the filer's original file or correction file. In that case, the IRS may tell the Agency what is invalid in the file either through contact information provided by the Agency or on their Internet page, where the file is stored. Make the necessary changes and resubmit the file.

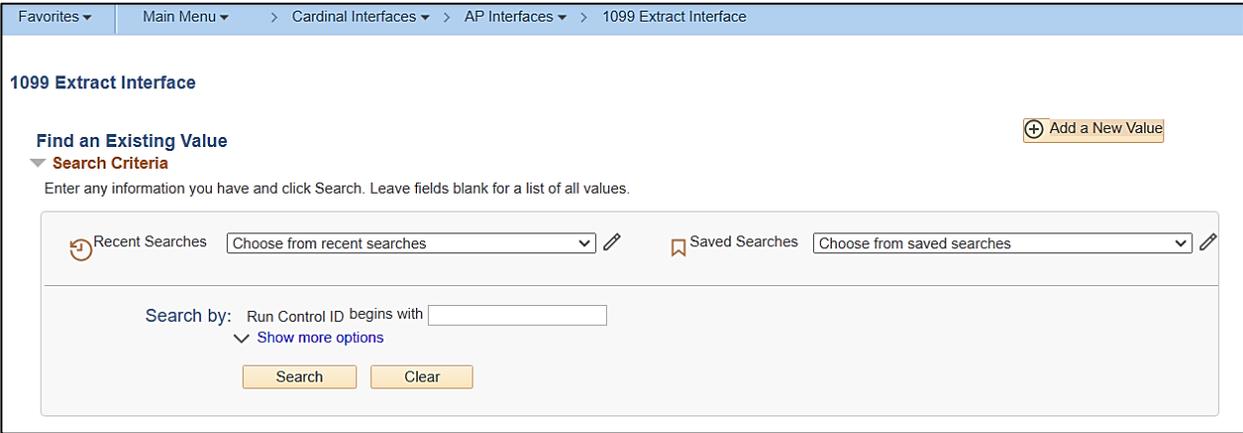
The Agency can create a replacement file only if one and only one original file was sent to the IRS.

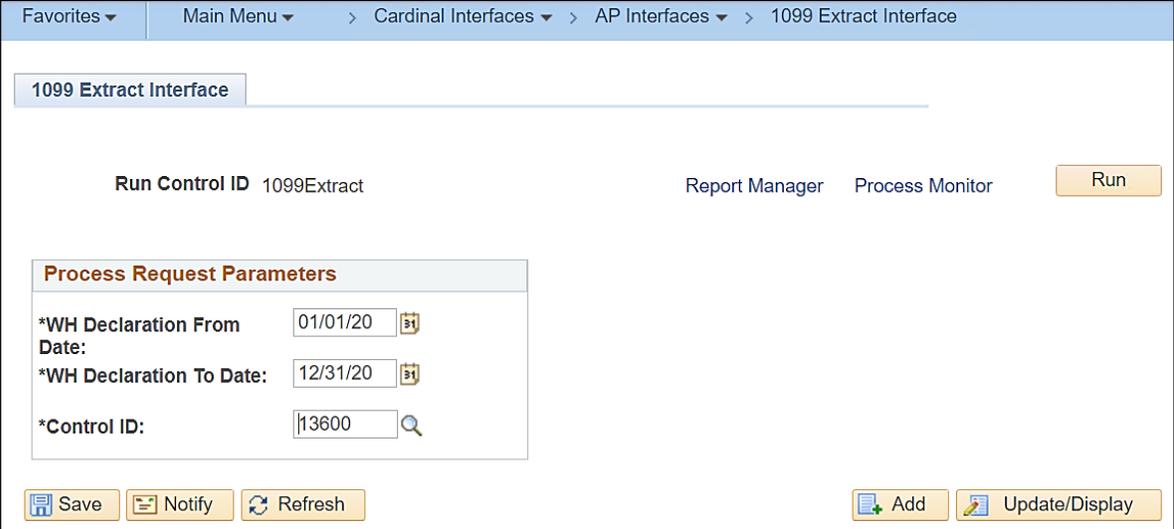
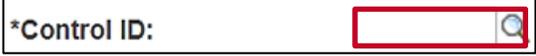
1. Create the Replacement file. Refer to the [Creating the 1099 IRS Reporting File and the Copy B Statements](#) section of this Job Aid for additional information and instructions.
2. In the **1099 Report Group** section, select "Replacement" in the **Type of File/Return** field and enter the replacement character provided by the IRS in the **Replacement Character** field.
3. Run the 1099 Report Post and the 1099 Report processes. The system generates a new replacement file that the Agency can send to the IRS.
4. Run the Withholding Sent File process after creating the replacement file and confirmation is received from the IRS. Remember that the selections used in the **Withholding Type Process Option** section of the page must match the selections used when the 1099 IRS Reporting File was created.

1099 Extract

The 1099 Extract is generated and used to view 1099 reportable information. The 1099 Extract file can be used for different purposes, such as processing in an Agency system, loading into tax software, or 1099 data analysis. The 1099 Extract is generated manually by Agency users online.

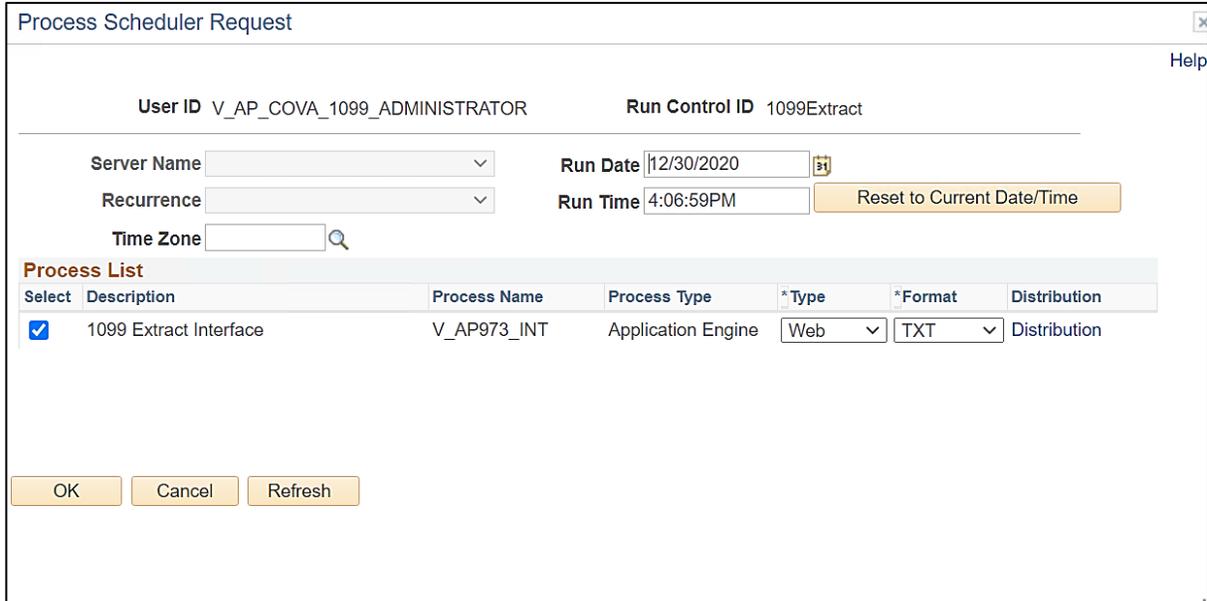
Running the 1099 Extract in Cardinal

Step	Action
1.	Navigate to the 1099 Extract Interface page using the following path: Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface
<p>The 1099 Extract Interface page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
2.	Enter the applicable information in the Run Control ID field. 
	<p>The first time running a job, select the Add a New Value button and then create the Run Control ID.</p> 
	<p>For subsequent runs of this job, use the Run Control ID that was created the first time the job was run (Run Control IDs are unique to each user). Update the appropriate fields on the existing Run Control ID for any subsequent run.</p>

Step	Action
3.	Click the Add button. 
<p>The 1099 Extract Interface page displays.</p> 	
4.	Enter or select the start date for 1099 reporting in the WH Declaration From Date field. 
5.	Enter or select the end date for 1099 reporting in the WH Declaration To Date field. 
6.	Enter or select the Agency's Control ID in the Control ID field. 
7.	Click the Run button. 

Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.



Process Scheduler Request

User ID V_AP_COVA_1099_ADMINISTRATOR Run Control ID 1099Extract

Server Name [dropdown] Run Date 12/30/2020 [calendar icon]

Recurrence [dropdown] Run Time 4:06:59PM [button: Reset to Current Date/Time]

Time Zone [input] [magnifying glass icon]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	1099 Extract Interface	V_AP973_INT	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

[button: OK] [button: Cancel] [button: Refresh]

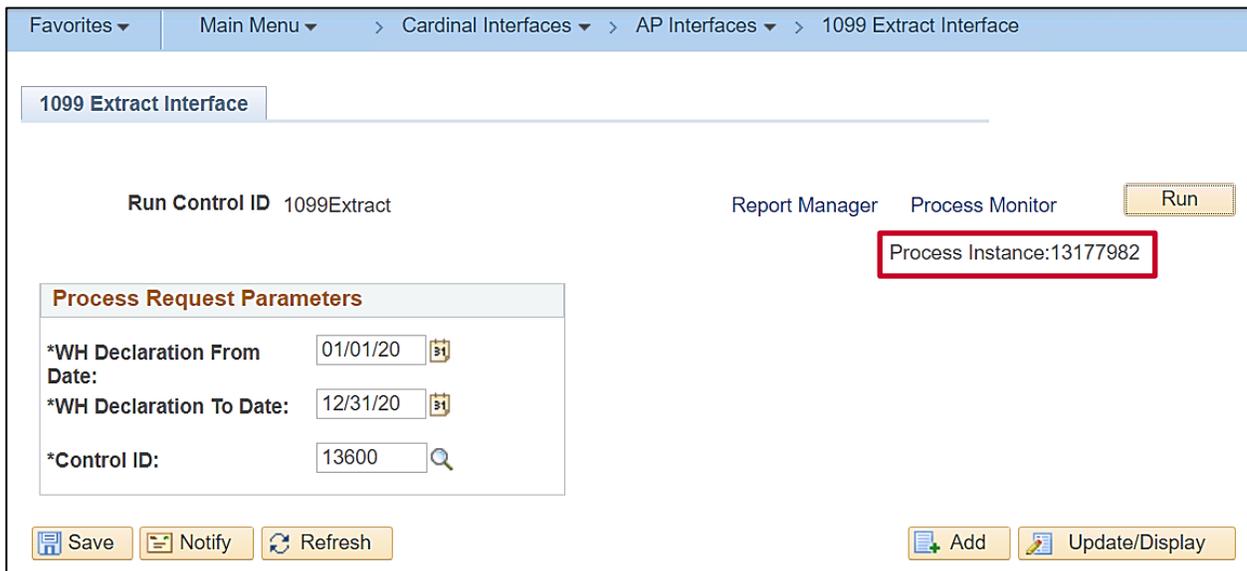


The 1099 Extract Interface can only be run with “Web” selected in the **Type** field and “TXT” selected in the **Format** field. The output will be in a .DAT format.

8. Click the **OK** button.



The **1099 Extract Interface** tab redisplay with the assigned **Process Instance** Number.



Favorites > Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface

1099 Extract Interface

Run Control ID 1099Extract Report Manager Process Monitor [button: Run]

Process Instance:13177982

Process Request Parameters

*WH Declaration From Date: 01/01/20 [calendar icon]

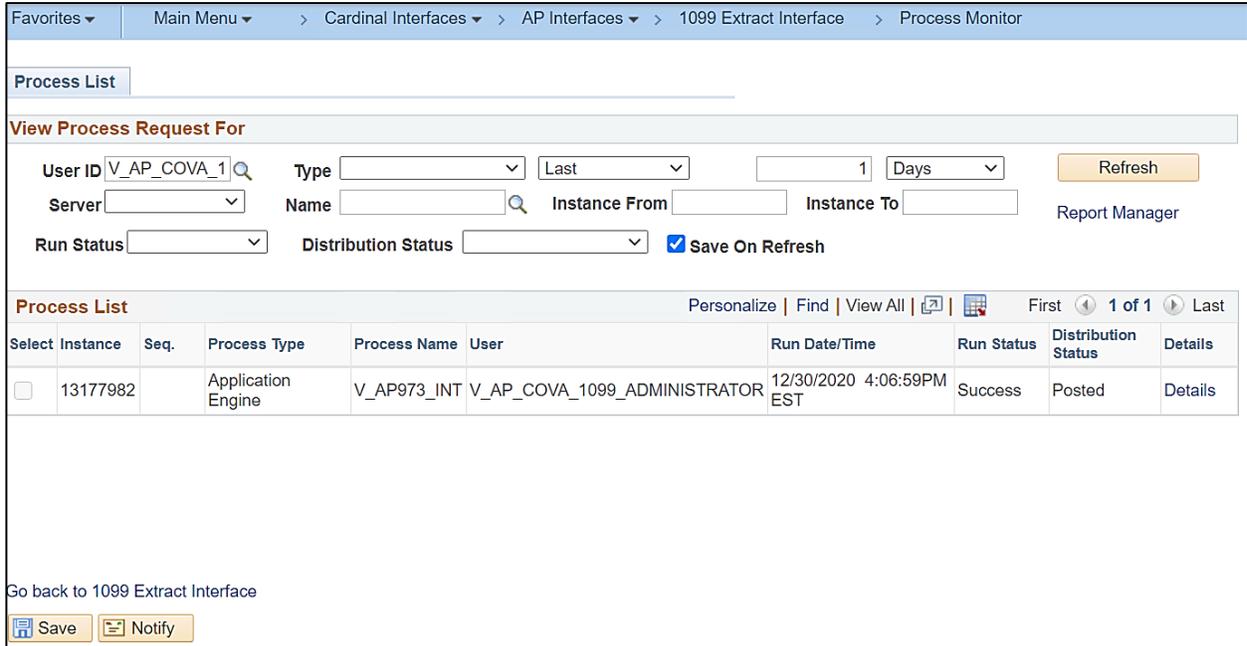
*WH Declaration To Date: 12/31/20 [calendar icon]

*Control ID: 13600 [magnifying glass icon]

[button: Save] [button: Notify] [button: Refresh] [button: Add] [button: Update/Display]

Step	Action
9.	Click the Process Monitor link. 

The **Process List** page displays.



Process List

View Process Request For

User ID: V_AP_COVA_1 Type: Last 1 Days Refresh

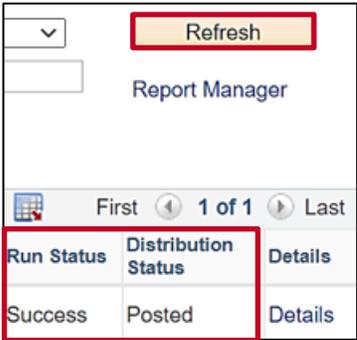
Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: Save On Refresh

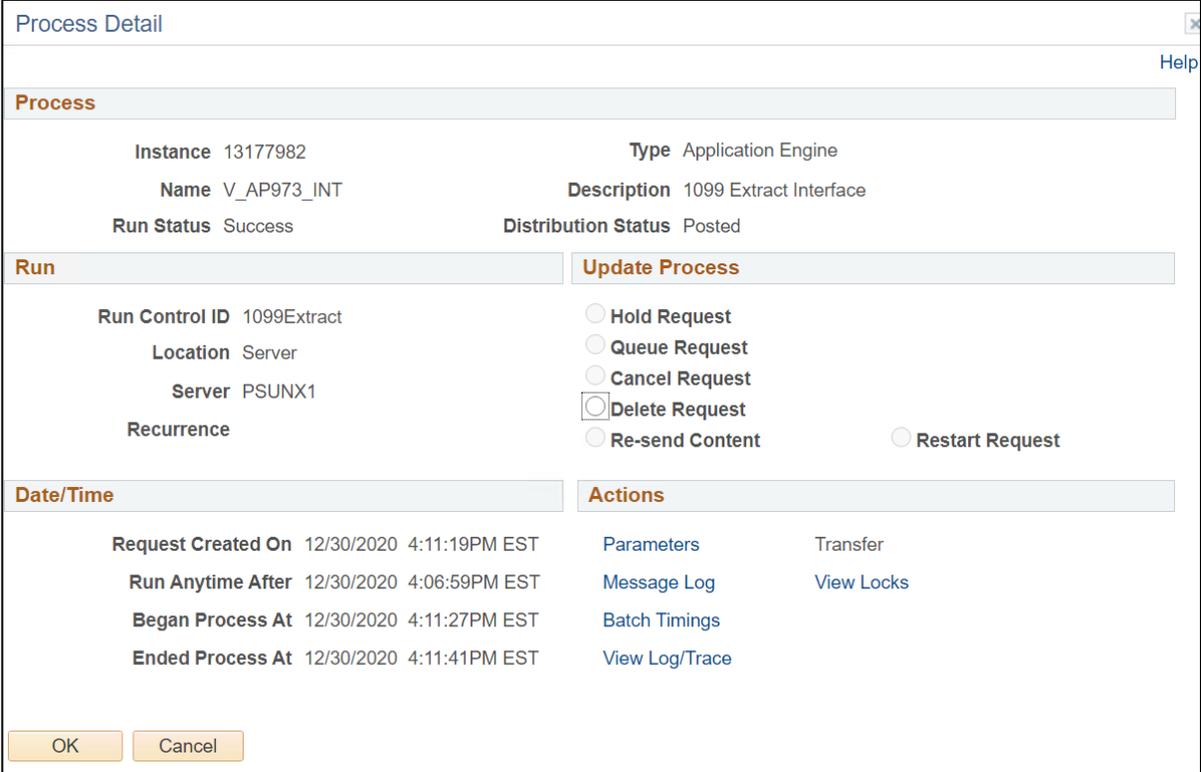
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177982		Application Engine	V_AP973_INT	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 4:06:59PM EST	Success	Posted	Details

Go back to 1099 Extract Interface

Save Notify

10.	Click the Refresh button periodically until the Run Status field displays “Success” and the Distribution Status field displays “Posted”. 
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11.	Click the Details link. 
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Step	Action
	<p>The Process Detail page displays in a pop-up window.</p> 
12.	<p>Click the View Log/Trace link.</p> 

Step	Action
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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
✕

[Help](#)

Report

Report ID 57725834	Process Instance 13177982	Message Log
Name V_AP973_INT	Process Type Application Engine	
Run Status Success		

1099 Extract Interface

Distribution Details

Distribution Node finsit	Expiration Date 01/09/2021
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File List

Name	File Size (bytes)	Datetime Created
13600_AP973_OUT_12302020_1611_001.DAT	52,213	12/30/2020 4:11:41.104644PM EST
AE_V_AP973_INT_13177982.log	170	12/30/2020 4:11:41.104644PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_AP_COVA_1099_ADMINISTRATOR

13.	<p>Click the .DAT link for the file to review 1099 reportable data.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">13600 AP973 OUT 12302020 1611 001.DAT</td> </tr> </tbody> </table> </div>	Name	13600 AP973 OUT 12302020 1611 001.DAT
Name			
13600 AP973 OUT 12302020 1611 001.DAT			

	<p>The extract file may be used for different purposes, depending on the Agency (e.g., processing in an Agency system, loading into tax software, or other data analysis).</p> <p>An Agency interface template of the file layout titled AP973 1099 Extract is located on the Cardinal website in Security under Resources.</p>
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