

Process Tax Document – US 1099 TAPE CREATION

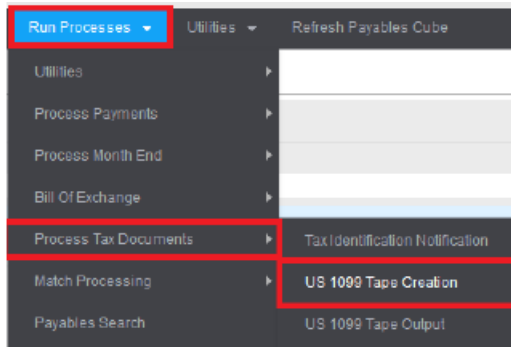
The **US 1099 Tape Creation** triggers the output file to FTP to system FTP server and Destination Directory in the System Configuration. This file is also to upload to the IRS website for notification. This is the same file that was created in the AP146 jobs in previous version of Infor-Lawson. The inform file (AP145) is not longer available in Infor CSF SM.

TYPICAL ROLE NEEDED: Payables Manager, Payables Specialist

NAVIGATION: Financials > Payables > Payables Processing > Process Tax Documents > US 1099 Tape Creation

KEY STEPS:

1. Financials > Payables > Payables Processing > Process Tax Documents > US 1099 Tape Creation
2. Choose Run Processes drop down and select Process Tax Documents and US 1099 Tape Creation



3. In US 1099 Tape Creation, you process your Vendor's 1099 and ExportUS1099File is triggered once you hit OK

NOTE: The ExportUS1099File Process Flow will automatically append a date/time stamp to the File Name.

4. Hit OK to trigger Output File to the FTP Server's Destination Directory

1099 Tape Creation

Main

Vendor Group: Revision 2020-A Reportable Income Group:
 Currency: Report Type:
 From Payment Date: To Payment Date:
 Tape Type: Print Sequence: Vendor Number
 Name Option: Vendor Legal Name Combined Federal/State:

Vendors

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non Employee Compensation

Box 1:

Miscellaneous

Box 1: <input type="text"/>	Box 2: <input type="text"/>	Box 3: <input type="text"/>	Box 4: <input type="text"/>
Box 5: <input type="text"/>	Box 6: <input type="text"/>	Box 8: <input type="text"/>	Box 9: <input type="text"/>
Box 10: <input type="text"/>	Box 12: <input type="text"/>	Box 13: <input type="text"/>	Box 14: <input type="text"/>

Interest

Box 1: <input type="text"/>	Box 2: <input type="text"/>	Box 3: <input type="text"/>
Box 4: <input type="text"/>	Box 5: <input type="text"/>	Box 6: <input type="text"/>
Box 8: <input type="text"/>	Box 9: <input type="text"/>	

Dividend

Box 1a: <input type="text"/>	Box 1b: <input type="text"/>	Box 2a: <input type="text"/>	Box 2b: <input type="text"/>
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