

Enable Export 1099 Service & Process Definition for Output Files

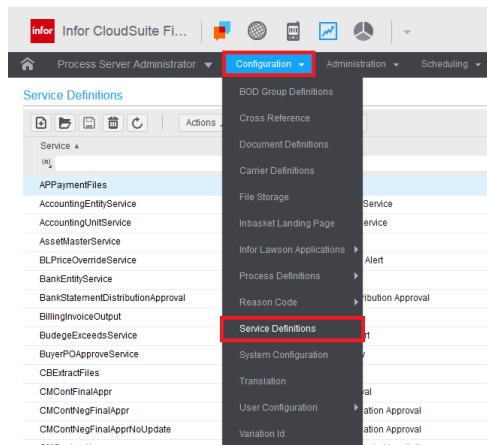
Enable US1099TapeFile service definition will FTP output of files for IRS 1099 Electronic Tape file. The trigger for this service definition is when the **US 1099 Tape Creation** is run in the Payables Manager > Process Tax Documents.

ROLE NEEDED: Process Server Administrator

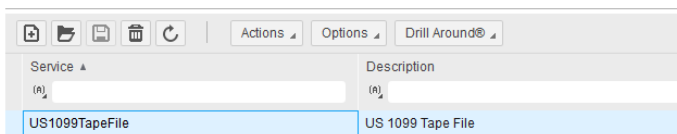
NAVIGATION: Process Server Administrator > Configuration > Service Definitions

STEPS: Enable the US1099TapeFile Service Definition & the ExportUS1099File Process Definition

1. Process Server Administrator > Configuration > Service Definitions



2. Filter on Service and double click on the US1099TapeFile



3. Check the Service is Enable for the US1099TapeFile

4. Click the to create/add the ExportUS1099File Process Definition

5. Use the lookup to find the ExportUS1099File and Select

6. Check the Service Process is Enabled check box

7. Click Save icon in the Process Definition

8. Click Save icon on the Service Definitions

