



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 16-007

TO: Chief Business Officials, Business Managers, and Accounts Payable Departments

FROM: Karen Hennessy, Director, District Advisory Services

DATE: December 22, 2016

SUBJECT: Procedures and Timelines for Processing 1099-MISC for Calendar Year 2015

The Monterey County Office of Education (MCOE) would like to remind school districts of the procedures and timelines for processing the Form 1099-MISC

Districts should view the Escape 1099 webinar video from November 12, 2015 to obtain instruction on 1099 processing. The webinar is located in the Escape software: Online Resources – Webinar Information – Previously Held Webinars – 2015 – 1099 Processing – November 12

Timeline for 1099 processing:

Dates and Time	Procedures
January 4-20, 2016	Email 1099 ReqPay 07 to DAS-Audit@monterey.k12.ca.us
Friday, January 22, 2016	MCOE prints 1099-MISC Forms
Wednesday, January 27, 2016	1099- MISC Form ready for pick-up
Postmarked by Monday, February 1, 2016	Districts must mail the 1099-MISC Forms as mandated by IRS Regulations
February – March 2016	If vendor discovers an error on their 1099, contact DAS-Audit@monterey.k12.ca.us
Thursday, March 24, 2016	MCOE closes 2015 calendar year for all orgs

Tips:

- ❖ Run ReqPay07 (Vendor 1099 log), verify dollar amounts & 1099 box numbers. Make adjustments as necessary. When data is correct, re-run ReqPay07 and email to DAS-Audit@monterey.k12.ca.us
- ❖ Print the Vendor Check Details report (ReqPay18b) to verify vendor 1099 accuracy
- ❖ Self-paced Training Material: Finance- Processes- Tax Reporting- Vendor 1099, then click on Tools to read the How-to Document.
- ❖ Specifically, ensure that the vendor's name, address, and tax identification number are reported correctly. Also, ensure that the dollar amounts are reported in the correct 1099 type as follows:
 - Box (1): Rents
 - Box (2): Royalties
 - Box (3): Other Income
 - Box (4): Federal Income Tax Withheld
 - Box (6): Medical and Health Care Payments
 - Box (7): Nonemployee Compensation
 - Box (14): Gross Proceeds Paid to an Attorney
 - Box (16): State Income Tax Withheld
 - Box (17)-(18): State Information
- ❖ If you would like to obtain more information regarding Form 1099-MISC, you can visit the IRS website at the following link:
<http://www.irs.gov/instructions/i1099misc/ar02.html#d0e1224>

If you have any questions or need any assistance, please do not hesitate to contact:
DAS-Audit@monterey.k12.ca.us

Thank you for your cooperation in adhering with the above timeline.

Running ReqPay07 Report

1. Enter "rrp" in the Quick Start box then hit Enter or go to Finance – Reports – ReqPayment, select ReqPay07 and open it.

Activities

rrp

Finance

- Budget
- Fiscal
- Requisitions
- AP
- AR
- Assets
- Purchasing
- Stores
- Work Orders
- Processes
- Reports**
 - Admin
 - AR
 - Assets
 - Budget
 - Fiscal
 - Ledger
 - Req/Payment**
 - Stores
 - Work Order
 - Org Manager
 - Sys Manager
 - My Reports

Finance - Reports - Req/Payment

List

Open Grid

Report Description	Report Name
AP Checks	APCheckCounty27
Approval Aging	ReqPay10
Board Report	ReqPay11
Board Report of Checks	ReqPay12
Cancel Check Register	ReqPay09
Check Detail	Check99
Check Register	ReqPay04
Confirming Orders	ReqPay06
County Check Register	ReqPay94
County Check Summary	ReqPay93
Independent Contractor Report	ReqPay17
MCOE Outstanding Warrant Report	ReqPay949
MCOE Warrant Balance	ReqPay948
Outstanding Check Register	ReqPay90
Payment History	ReqPay19
Payment Register	ReqPay05
Receiving Report	ReqPay13
Requisition Listing	ReqPay02
Requisition Snapshot List	ReqPay21
Use Tax Report	ReqPay20
Vendor 1099 Detail	ReqPay16
Vendor 1099 Log	ReqPay07
Vendor Check Detail	ReqPay18
Vendor Detail	ReqPay01

Double click to open this report

2. Enter 2015 in the Tax Year field (1), select Yes/No in Report Options (2), and click Go or Go/Export (3)

Finance - Reports - Req/Payment

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

Request

Sort Option

a) Org

1 - Report

Report Number ReqPay07

Description Vendor 1099 Log

Report Sample ReqPay07.pdf

Report Favorite ID

2 - User Options

Tax Year 2015

CA ONLY? No State Restriction

Unreported Vendors? Both Vendors with and without errors (No Restriction)

3 - Report Options

Rents? Yes - Include Box 1 Rents

Royalties? Yes - Include Box 2 Royalties

Other? Yes - Include Box 3 Other Income

Med/Health Care? Yes - Include Box 6 Medical and Health Care Payments

Nonemployee? Yes - Include Box 7 Nonemployee Compensation

EGPP? Yes - Include Box 13 Excess Golden Parachute Payments

GPPA? Yes - Include Box 14 Gross Proceeds Paid to an Attorney

SIT? Yes - Include Box 16 State Tax Withheld

Reason? No - Do NOT Show Adjust Reason

Full Name? No - Do NOT Show the Full 1099 Name (only the beginning of Line 1)

General

Report Status

Comment

Distribution Group

Running ReqPay18b Report

1. Enter "rrp" in the Quick Start box then hit Enter or go to Finance – Reports – ReqPayment, select ReqPay18 and open it.

The screenshot shows the software interface with the following elements:

- Left Panel (Activities):** A tree view where "Finance" is selected, and "Reports" is highlighted. Under "Reports", "Req/Payment" is circled in red.
- Right Panel (Finance - Reports - Req/Payment):** A list of reports with columns "Report Description" and "Report Name". The "Vendor Check Detail" report (ReqPay18) is highlighted in yellow. A red arrow points to the "ReqPay18" text in the "Report Name" column, with the text "Double click to open this report" next to it.

Report Description	Report Name
AP Checks	APCheckCounty27
Approval Aging	ReqPay10
Board Report	ReqPay11
Board Report of Checks	ReqPay12
Cancel Check Register	ReqPay09
Check Detail	Check99
Check Register	ReqPay04
Confirming Orders	ReqPay06
County Check Register	ReqPay94
County Check Summary	ReqPay93
Independent Contractor Report	ReqPay17
MCOE Outstanding Warrant Report	ReqPay949
MCOE Warrant Balance	ReqPay948
Outstanding Check Register	ReqPay90
Payment History	ReqPay19
Payment Register	ReqPay05
Receiving Report	ReqPay13
Requisition Listing	ReqPay02
Requisition Snapshot List	ReqPay21
Use Tax Report	ReqPay20
Vendor 1099 Detail	ReqPay16
Vendor 1099 Log	ReqPay07
Vendor Check Detail	ReqPay18
Vendor Detail	ReqPay01

2. Enter Tax Year, Vendor's information, select option (b), and click Go or Go/Export

The screenshot shows the report configuration screen with the following elements:

- Top Panel:** "Finance - Reports - Req/Payment" title bar. Below it, a "Request/Report" dropdown menu is set to "Request/Report".
- Request/Report Section:** A list of report options. "1 - Report" is expanded, showing "ReqPay18" selected. "2 - User Options" is also expanded.
- User Options:** Fields for "Tax Year", "Vendor Name", "Vendor Id", and "Box". A red box highlights these fields with the text "Enter Tax Year and Vendor's Information".
- Sort Option Section:** Three radio button options: "a) Org, Vendor Name, Check #", "b) Org, Vendor Name, Fund/Object" (selected), and "c) Org, Vendor Id, Check #". A red arrow points to option (b).
- Buttons:** "Go" and "Go/Export" buttons are visible at the top.