



Springbrook – 1099 Processing

Agenda

- Forms and Documentation
- AP – 1099 Processing – Batch setup and Settings
- Invoices
- Edit
- Proof List
- Forms
- Export

1099 Due Dates

Refer to the IRS instructions for reporting deadlines.

- 1099-NEC – Non-employee compensation 1/31/2024 due date.
- 1099-R – Pension distributions are due 1/31/2024.
- Others due 3/31/2024.

Order the correct forms

Determine what forms you need. If all you sent last year. You may only need 1099 NEC this year with the latest IRS change having them print 3 to a page.

Order Forms – Assure line-up is correct.

The Solv Group (formerly Centro) - 800.388.3650

<https://tinyurl.com/SpringbrookEnter>

Please do not order forms from any other vendor. Springbrook tests this one vendor forms for line-up.

IRS Documentation

General 1099 information

[2023 General Instructions for Certain Information Returns \(irs.gov\)](#)

Download instructions from the IRS.

- **[Instructions for Form 1099-MISC and Form 1099-NEC](#)**
- **[Instructions for Form 1099-R](#)**

IRS FIRE information page: Filing Information Returns Electronically (FIRE) | Internal Revenue Service (irs.gov)

If you are required to file 10 or more information returns during the year, you must file electronically. The 10-or-more requirement is a total returns in a calendar year.

Example: During the calendar year 2024, for tax year 2023, filing season, Company W, is required to file 4 Forms 1099-NEC, Nonemployee Compensation, and 4 Forms 1099-DIV, Dividends and Distributions, 2 Form W-2, Wage Statement, for a total of 10 returns. Because Company W is required to file 10 returns as calculated during the calendar year 2024, for tax year 2023, filing season, Company W must electronically file all its tax year 2023, Forms 1099-NEC and 1099-DIV with the IRS, and Forms W-2 with the Social Security Administration.

1099 Processing - Batch

1099's can be used as a single batch process.

Now you can multiple 1099's batches open.

- Highlight the batch by clicking on it.
- Use the delete key on the keyboard to delete the batch.
- Say yes to the warning. All data in the batch will be deleted.

Use the enter key to get the new batch setup window.

The batch year does not matter for 1099's.

Settings

- Reporting Type - Use Standard
 - Contract is only used for California Contractor reporting.
- Calendar Year 2023. All history with check date in 2023 will be included.
- Limit – Restricts 1099's produced to include only vendors with the limit amount or more in 1099 checks.
- Change to versions 7.18+ only. - Can have separate limits for various types.
 - Fill in all the boxes.

Settings / 1099s

File Window Help

Settings

Reporting Type: Standard

Misc Limit: 1.00

Int Limit: 1.00

G Limit: 1.00

S Limit: 1.00

NEC Limit: 600.00

Calendar Year: 2023

Date From: / /

Batch: 00002.11.2023

SETTINGS OVERRIDE INFO

Reporting Type: Standard

Misc Limit: 1.00

Int Limit: 1.00

G Limit: 1.00

S Limit: 1.00

NEC Limit: 600.00

Calendar Year: 2023

Date From: []

Date To: []

Home Department: []

Bank Codes

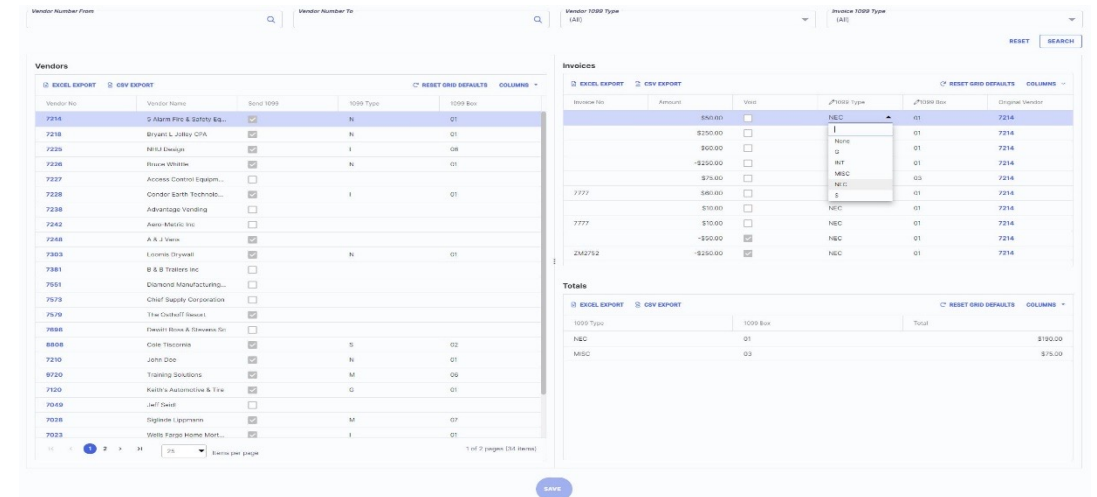
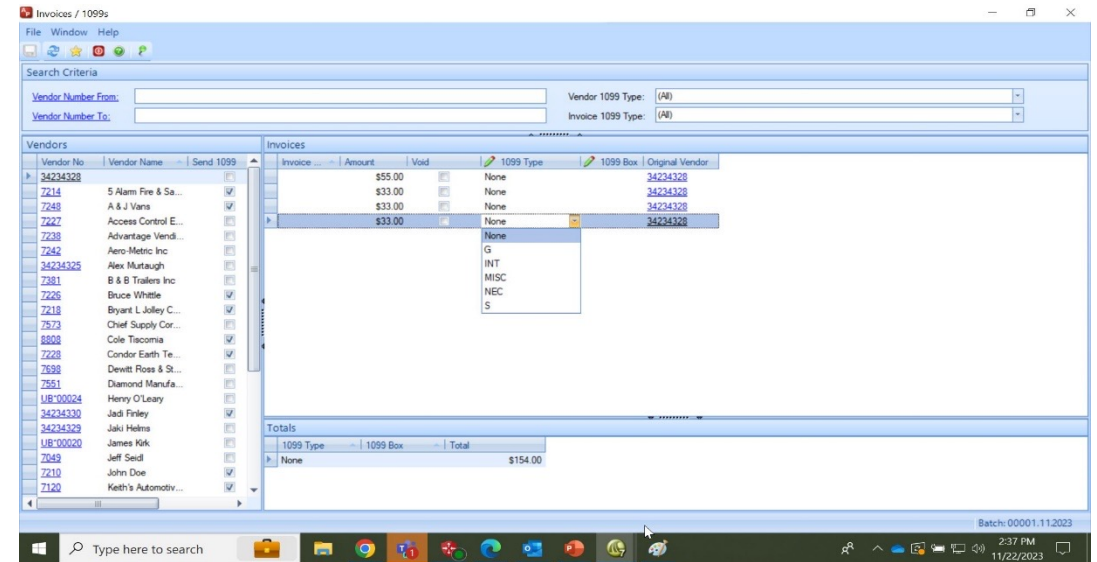
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14

Invoices

- This step allows you to modify actual AP history to change 1099 types or make invoices not 1099 (for supplies or any other reason).
- Come back to this step after Generating if you have not previously identified invoices that need to be changed.
- Do not manually edit 1099's before backing up to this step. Generate will over-write manual changes.
- The Vendor 1099 cannot be modified in this window but vendors can be accessed and changed.
- Click on the Vendor number to open the vendor to change the 1099 settings.

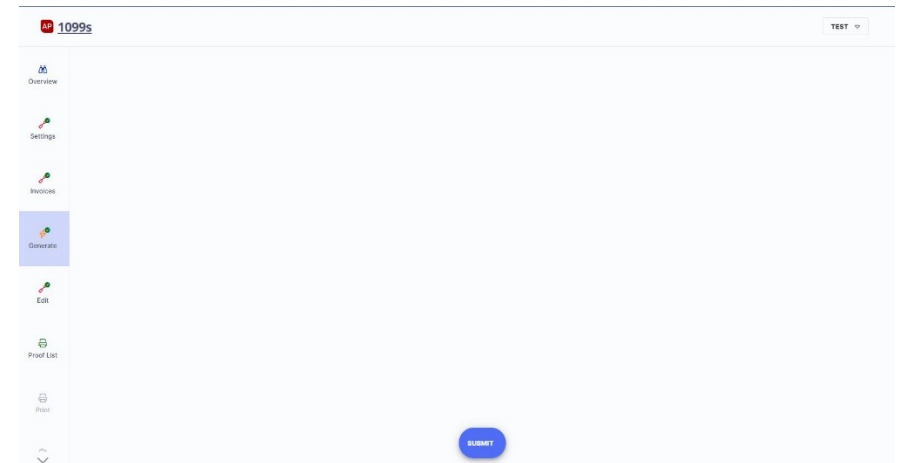
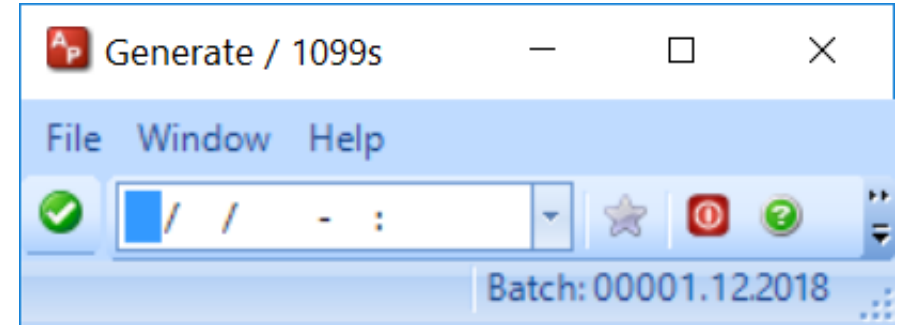
Invoices

- Majority of your time will be spent looking at and editing your 1099 Invoice Type.
- Filters have been added to limit data displayed.
- Will only display check data within the year selected.
- Can filter by Vendor or Invoice 1099 Type.



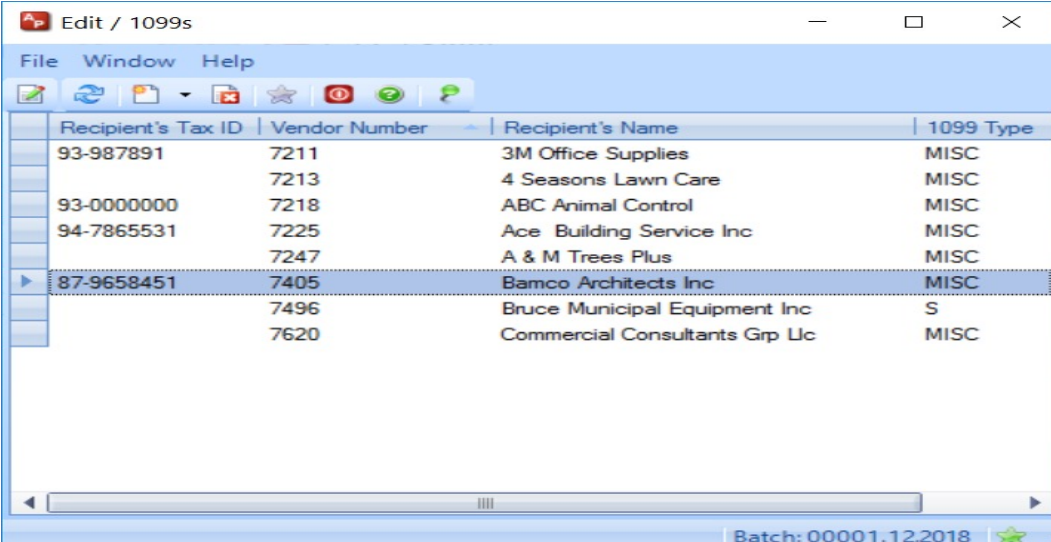
Generate

- Generate will delete any 1099 data in the batch Edit step and over-write with system data.
- Don't go back and Generate if you have added or modified data in the Edit step.
- Tip: Review generated data to make sure you have everything you expect before doing an editing. Hopefully no or minimal editing is needed. The 1099 data will match data in AP History.



Edit

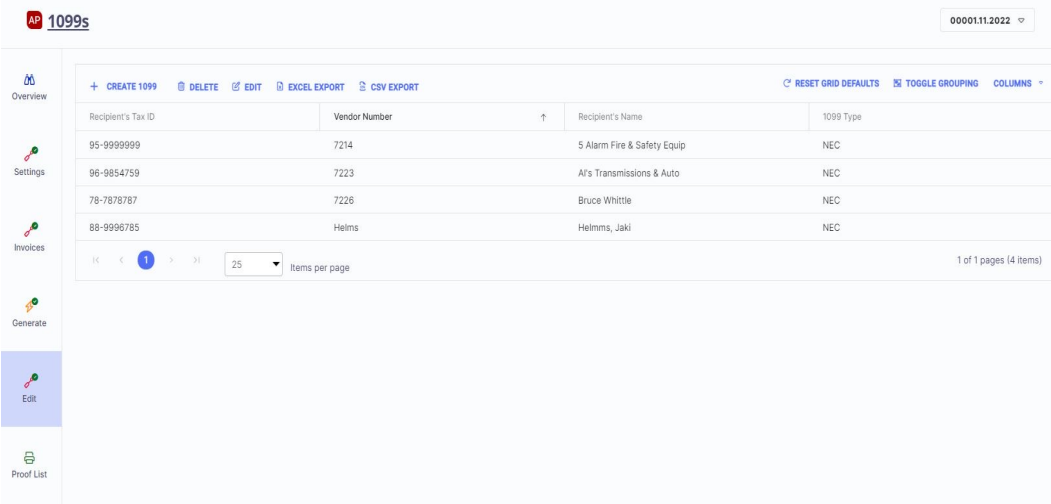
- Fix the vendor and generate again if necessary. Do not modify vendor data in the Edit step if possible. Forms pull from vendor master information.
- No vendor should have a blank Tax ID number. If you see this be sure to review and fix the vendor, then generate again.



The screenshot shows a window titled "Edit / 1099s" with a menu bar (File, Window, Help) and a toolbar. Below is a table with the following data:

Recipient's Tax ID	Vendor Number	Recipient's Name	1099 Type
93-987891	7211	3M Office Supplies	MISC
	7213	4 Seasons Lawn Care	MISC
93-0000000	7218	ABC Animal Control	MISC
94-7865531	7225	Ace Building Service Inc	MISC
	7247	A & M Trees Plus	MISC
87-9658451	7405	Banco Architects Inc	MISC
	7496	Bruce Municipal Equipment Inc	S
	7620	Commercial Consultants Grp Llc	MISC

At the bottom right of the window, it says "Batch: 00001.12.2018".



The screenshot shows a web interface for "1099s" with a date dropdown set to "00001.11.2022". The interface includes a sidebar with navigation options: Overview, Settings, Invoices, Generate, Edit, and Proof List. The main area contains a table with the following data:

Recipient's Tax ID	Vendor Number	Recipient's Name	1099 Type
95-9999999	7214	S Alarm Fire & Safety Equip	NEC
96-9854759	7223	A's Transmissions & Auto	NEC
78-7878787	7226	Bruce Whittle	NEC
88-9996785	Helms	Helms, Jaki	NEC

Below the table, there is a pagination control showing "25" items per page and "1 of 1 pages (4 items)".

1099 Detail

- Double click or Modify in the Edit Window to see the 1099 Detail.
- If history is correct there should be little or no need to edit any 1099 information.
- You can view but not edit DBA information. If incorrect you should fix the vendor and regenerate.
- May need to add withholding amounts since the system doesn't track those.
- It is always better to fix the history than Edit if possible.

1099 Detail

Add / Modify 1099-N / 1099s

General **Numbered Boxes**

Status: Void Corrected

Payer's Name: Springbrook

Payer's Address 1: 338 Main Streetz

Payer's Address 2:

Payer's City: Springbrook

Payer's State: WA

Payer's Zip: 95247-9626

Payer's Phone: (209) 728-3651

Payer's Tax ID: 99999999

Recipient's Tax ID: 95-9999999

Recipient's Name: 5 Alarm Fire & Safety Equip

Recipient's DBA:

Recipient's Address 1: 704 OAK ST

Recipient's Address 2: PO BOX 49

Recipient's City: Springbrook

Recipient's State: OR

Recipient's Zip: 99999-

Recipient's Account: 7214

Recipient's 2nd TIN Net

FATCA Filing Requirement

Add / Modify 1099-N / 1099s

General **Numbered Boxes**

1 Nonemp Comp: 900.00

(Box 2) Payer made direct sales of \$5,000 or more of consumer products to a buyer for resale

4 Federal Withheld: 0.00

5 State Withheld: 0.00

6 State TIN: WA999999999

7 State Income: 0.00

Edit 1099-NEC

GENERAL **NUMBERED BOXES**

Status: Recipient's DBA

Payer's Name: Springbrook

Payer's Address 1: 338 Main Streetz

Payer's Address 2:

Payer's City: Springbrook

Payer's State: WA

Payer's Zip: 95247-9626

Payer's Phone: (209) 728-3651

Payer's Tax ID: 99999999

Recipient's Name: 5 Alarm Fire & Safety Equip

Recipient's Address 1: 704 OAK ST

Recipient's Address 2: PO BOX 49

Recipient's City: Springbrook

Recipient's State: OR

Recipient's Zip: 99999-

Recipient's Account: 7214

Recipient's Tax ID: 95-9999999

FATCA Filing Requirement

Recipient's 2nd TIN Net

Edit 1099-NEC

GENERAL **NUMBERED BOXES**

1 Nonemp Comp: 900.00

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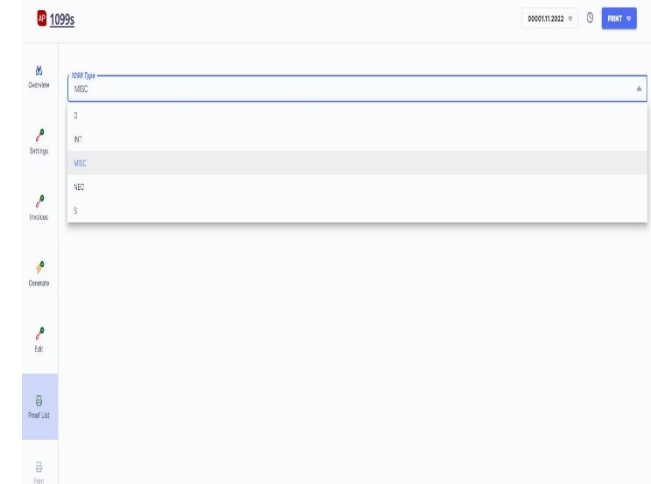
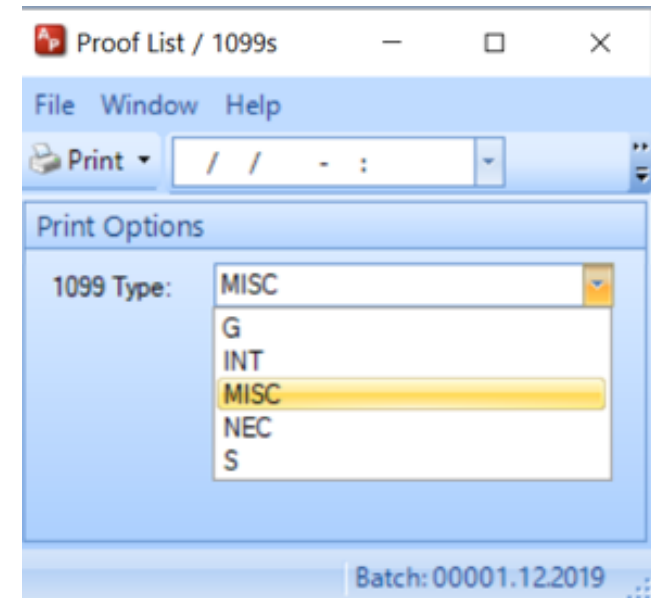
DBA's – Doing Business As

- If a vendor has a DBA on their vendor master, it will print on the 1099. No setup needed.
- If you record the DBA in the Address 1 field on the vendor, that will print on the 1099.
- You may need to switch the information to get the DBA to print the way you want it on the 1099.

Proof List

- Select the Type – Only one type can be run at a time. Each Type displays different information.
- Can use totals to balance if desired.

Vendor	Tax ID	rents	royalties	Other	Fed Tax	Fishing Boat	medical	nonemployee	substitute	Crop Ins	Atty Proceeds
7211	93-987891	0.00	0.00	0.00	0.00	0.00	0.00	1,468.84	0.00	0.00	0.00
3M Office Supplies1530 Stiles Road											
7213		0.00	0.00	0.00	0.00	0.00	0.00	4,575.00	0.00	0.00	0.00
4 Seasons Lawn Care1539 N 8TH ST											
7218	93-0000000	0.00	0.00	0.00	0.00	0.00	0.00	5,600.00	0.00	0.00	0.00
ABC Animal Control345 Elm Street											
7225	94-7865531	0.00	0.00	0.00	0.00	0.00	0.00	11,350.00	0.00	0.00	0.00
Ace Building Service Inc3510 S 26TH ST											
7247		0.00	0.00	0.00	0.00	0.00	0.00	3,360.00	0.00	0.00	0.00
A & M Trees Plus7230 SAUK TRAIL RD											
7405	87-9658451	0.00	0.00	0.00	0.00	0.00	0.00	3,521.00	0.00	0.00	0.00
Banco Architects IncPO BOX 156											
7620		0.00	0.00	0.00	0.00	0.00	0.00	1,575.00	0.00	0.00	0.00
Commercial Consultants Grp LlcPO BOX 893											
Report Totals:		0.00	0.00	0.00	0.00	0.00	0.00	31,449.84	0.00	0.00	0.00



Proof List fields by 1099 Type

NEC

- Vendor
- Tax ID
- Non Employee Compensation
- Federal Tax Withheld
- State Tax Withheld
- State Income
- State Tax ID

Misc

- Vendor
- Tax ID
- Rents
- Royalties
- Other
- Fed Tax
- Fishing Boat
- Medical
- Non Employee
- Substitute
- Crop Ins
- Atty Proceeds

G

- Vendor
- Tax ID
- Unemployment Comp
- State Tax Refunds
- Federal Income Tx
- ATAA Payments
- Taxable Grants
- Agriculture Payments

Int

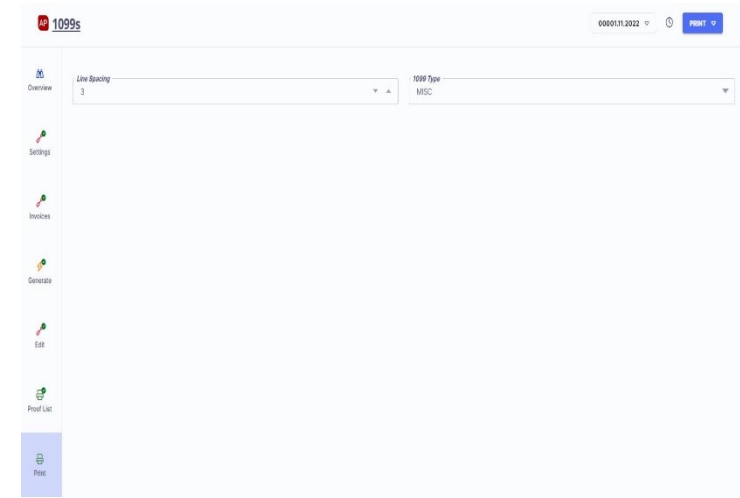
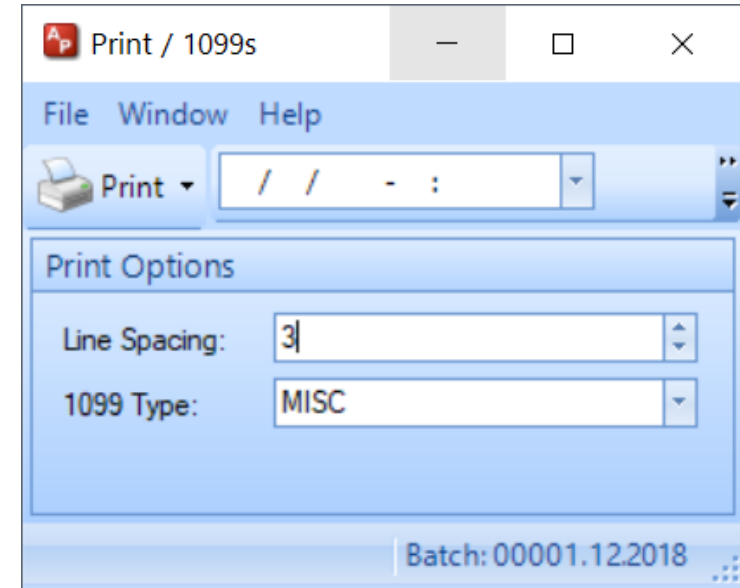
- Vendor
- Tax ID
- Int Income
- Early Withdrawal
- Int on Bonds
- Fed Income Tax
- Inv Expense
- Foreign Tax Pd
- Tax-emempt Int
- Private Bond

S

- Vendor
- Vendor Name
- Tax ID
- Gross Proceeds
- Buyer's Real Estate Tax

Print

- Select the 1099 Type
- Set Line Spacing to 3 to start. That is the spacing we test forms against to allow the forms to be moved up or down.
 - Default is 1 but 3 should be the expected setting.
- ONLY use approved forms.



Forms

Print a form to plain paper and hold up to the light to check alignment before printing all of them. Check both top and bottom forms.

Support 7.18.6		0.00	
3001 E. Main Street			
Springbrook		0.00	
OR 53590	(503) 820-2200	0.00	0.00
88775995	93-0000000	0.00	0.00
ABC Animal Control			
345 Elm Street		5600.00	0.00

1099 Forms

1099-NEC

1099-Misc

1099-G

1099-Int

1099-S

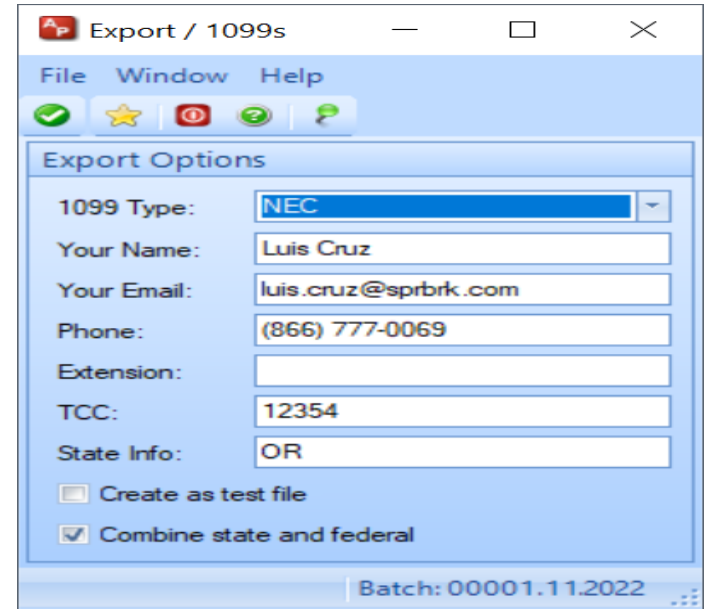
1099-R – Processed in Payroll

1099 Copy A

- **Note about Forms printed – Springbrook does not test line ups to print on the red printed form. If you print these forms, you may need to do some adjusting to print on them. We expect all clients to electronically file rather than file on paper.**

Export

- File will be created to import into the FIRE system.
- You should have a TCC number and login.
- Springbrook may not know if your state allows combined state and federal but have made changes to only list states that are on the FIRE instructions to include states that are allowed.
- That will exclude vendor state information for vendors in states that cannot be reported to the FIRE system as combined. Federal information will be included.



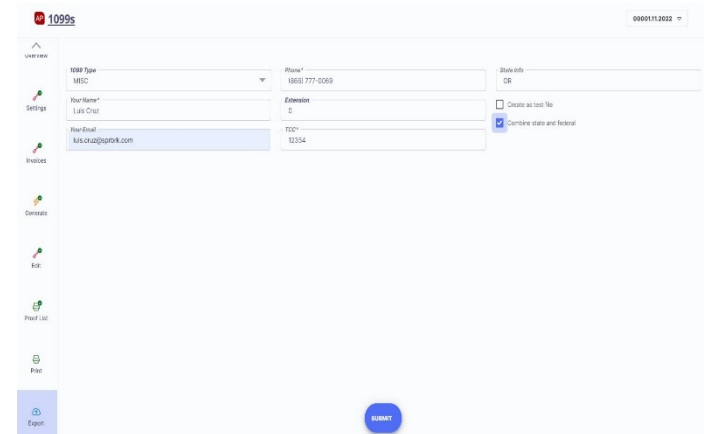
The screenshot shows a web application window titled "Export / 1099s". The window has a menu bar with "File", "Window", and "Help". Below the menu bar is a toolbar with icons for a checkmark, a star, a red circle with a white 'X', a green circle with a white checkmark, and a speech bubble. The main content area is titled "Export Options" and contains the following fields:

- 1099 Type: NEC (dropdown menu)
- Your Name: Luis Cruz (text input)
- Your Email: luis.cruz@sprbrk.com (text input)
- Phone: (866) 777-0069 (text input)
- Extension: (text input)
- TCC: 12354 (text input)
- State Info: OR (text input)

At the bottom of the form, there are two checkboxes:

- Create as test file
- Combine state and federal

The bottom right corner of the window displays "Batch: 00001.11.2022".



The screenshot shows a web application window titled "1099s". The window has a menu bar with "File", "Window", and "Help". Below the menu bar is a toolbar with icons for a checkmark, a star, a red circle with a white 'X', a green circle with a white checkmark, and a speech bubble. The main content area is titled "Export Options" and contains the following fields:

- 1099 Type: NEC (dropdown menu)
- Your Name: Luis Cruz (text input)
- Your Email: luis.cruz@sprbrk.com (text input)
- Phone: (866) 777-0069 (text input)
- Extension: (text input)
- TCC: 12354 (text input)
- State Info: OR (text input)

At the bottom of the form, there are two checkboxes:

- Create as test file
- Combine state and federal

The bottom right corner of the window displays "Batch: 00001.11.2022".

Electronic Reporting

- Electronic filings are done through the IRS FIRE (Filing Information Returns Electronically) system.
- Make sure you have your login information.
- If you do not have login information visit :

<https://www.irs.gov/tax-professionals/e-file-providers-partners/filing-information-returns-electronically-fire>

- Check with your State for State filing requirements.
- NOTE: FIRE system will not accept uploads until January 8th, 2024.



Filing Information Returns Electronically (FIRE)

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organization (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

Become an Authorized e-file Provider

Authorized IRS e-file Provider Locator Service for Tax Professionals

QuickAlerts

e-News Subscriptions

Electronic Filing Options for Business and Self-Employed Taxpayers

QuickAlerts "More" e-file Benefits for Tax Professionals

Modernized e-file (MeF) Forms

Approved IRS Modernized e-File Business Providers

What's new?

- [+ Reduction in the electronic filing threshold beginning tax year 2023 \(calendar year 2024\)](#)
- [+ IR-TCC application for FIRE](#)
- [+ What do you need to do to complete an IR application for TCC?](#)

FIRE production system availability

	From:	Through:
Down for annual updates	November 27, 2023, 3 p.m. ET	January 7, 2024
Available	January 8, 2024	TBD

FIRE test system availability

	From:	Through:
Available	November 1, 2023, 8 a.m. ET	November 27, 2023, 3 p.m. ET
Down for annual updates	November 27, 2023, 3 p.m. ET	January 3, 2024, 12 noon ET
Available	January 3, 2024	TBD

Note: The FIRE systems (production and test) have regularly scheduled maintenance windows every Sunday from 2 a.m. ET to 8 a.m. ET and Wednesday from 2 a.m. ET to 5 a.m. ET.

Additional information

- [FIRE Production System](#)
- [Access IR Application for TCC](#)
- [FIRE Test System](#)
- [Form 8955-SSA Resources](#)
- [About IR App for TCC](#)

Record specifications/File layouts

- [Publication 1220, Specifications for Electronic Filing of Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G \(PDF\)](#)
- [Publication 1239, Specifications for Filing Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips \(PDF\)](#)
- [Publication 1187, Specifications for Filing Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding \(PDF\)](#)
- [Publication 1516, Specifications for Electronic Filing of Forms 8596, Information Returns for Federal Contracts \(PDF\)](#)
- [Publication 4810, Specifications for Electronic Filing of Form 8955-SSA, Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits \(PDF\)](#)

End of Year Batch Numbers for Accounts Payable

- Batch numbers and years are not important for Accounts Payable checks. The batch number will not affect the 1099 information generated.
- Check dates are the critical item to get 1099 information processed to the correct calendar year.
- Update Check dates and numbers utility in Bank Reconciliation > Utilities exists in versions 7.15+ to allow users to change check dates and numbers without Springbrook intervention.

Join Us on Community

In Springbrook Community (top of window), click on Connect and select Springbrook Enterprise. Make sure you are a member of this group. If not, there will be a box to Join the group.


After joining (or if you are already a member) sign up in the middle of the top to receive information in a Weekly Digest. The choices are Every Post, Daily Digest or Weekly Digest. Weekly digest will send an email every weekend with new information posted which works well for most clients. Limited will not send emails (I don't think).

This will send an email on the frequency you request to remind you that new service packs are shipped. These items are all posted to Community Chat.




The place to learn, grow and collaborate with others

Your Community



PUBLIC

✓ Member 

- Every Post
- Daily Digest
- ✓ Weekly Digest
- Limited

[Manage Notifications](#)

Springbrook Enterprise

Group Details

Description

Information

Owner

[Kevin Ma](#)

Group Email

0F96g000000V8u6CAC@post.6g-34nlleae.na148.chatter.salesforce.com

FEED

ENGAGEMENT

 Members (21)

Questions?



1099R



1099R

- 1099Rs are generated in Payroll.
- The batch number and year does not matter for the process.
- Data is stored in Payroll typically with a different department than standard Payroll entries.
- May also use Reporting Groups.
- Select the proper Calendar Year and Department(s).
- Change the Federal ID Number if necessary.

Generate / 1099Rs

File Window Help

Settings

Calendar Year: 2022

Date To Use: Check

Reporting Group

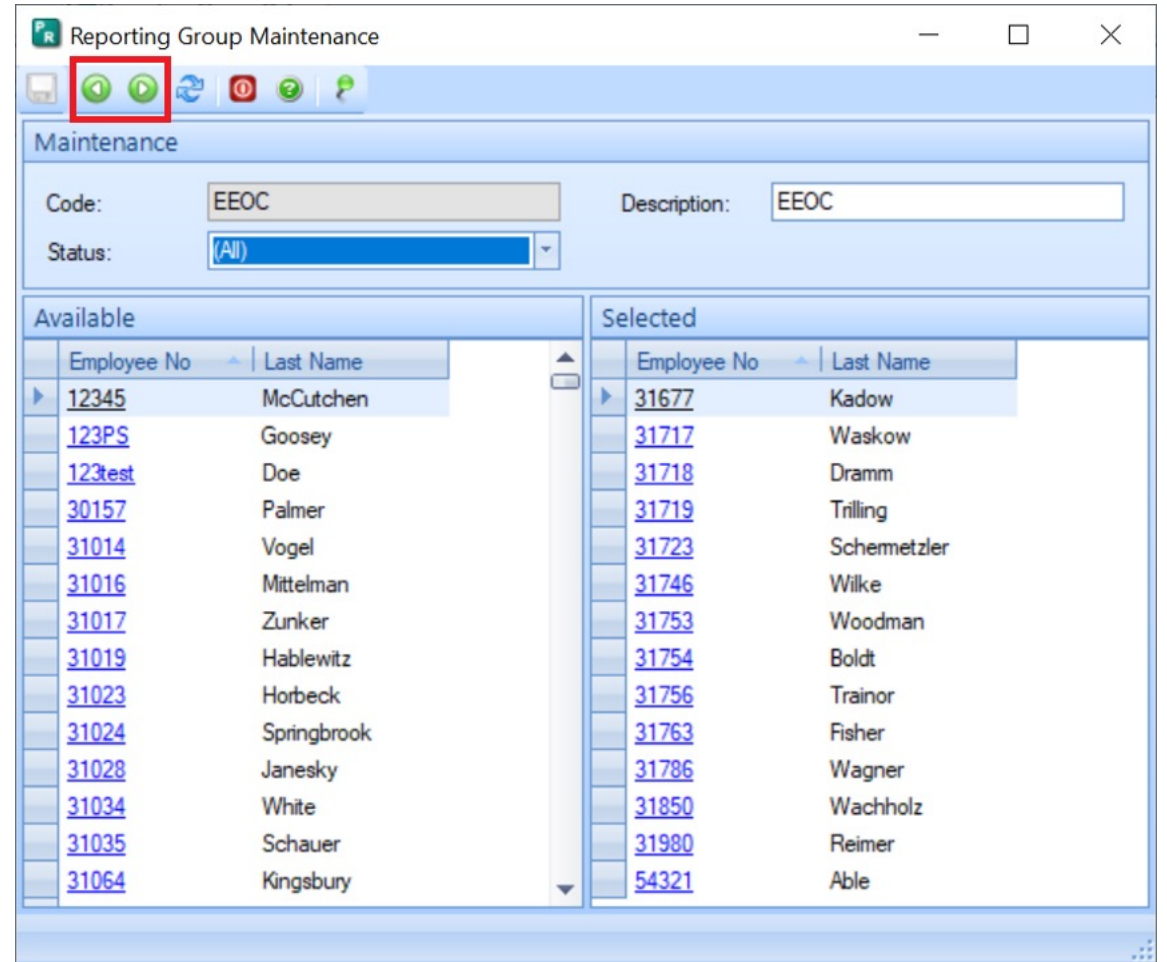
Federal ID Number: 99999999

Include	Department
<input checked="" type="checkbox"/>	11100
<input checked="" type="checkbox"/>	12100
<input checked="" type="checkbox"/>	13100
<input checked="" type="checkbox"/>	13200
<input checked="" type="checkbox"/>	14100
<input checked="" type="checkbox"/>	15100
<input checked="" type="checkbox"/>	15200
<input checked="" type="checkbox"/>	21100
<input checked="" type="checkbox"/>	22100

Batch: 00001.12.2018

Reporting Group

- PR > Maintenance > Report Group
- Highlight an employee in the Available field and click the Add Employee icon. This will add the selected employee to the Selected field.
- Highlight an employee in the Selected field and click the Remove Employee icon to move the selected employee from the Selected to the Available field.



Edit

- A list of all employees with history will display.
- Open employees using the modify button or double click on the employee.

Recipient ID	Recipient Name	Employee No
55555555	Wanda J Swainson	33025
998887771	Charles A Gulzow	GULZOW
999450926	Danielle E Schwarz	32679
999910189	Benjamin D Jones	33021
999949727	Steven J. Hastreiter	33016
999969284	Casper J Koenig	32140
999990021	Genevieve I Ladwig	32219
999990024	Raymond T Geigel	32559
999990072	Joseph C Chemey	32862
999990096	Jeri Lynn Christensen	31613
999990147	Terry F Hubbartt Sr	31335
999990265	Erik R Kowalski	31961
999990305	Linda J Warden	32391
999990351	Matthew M Flentje	32596
999990398	Larry L Perronne	31336

Edit

- Two tabs of data will display.
- Modify any information needed. Gross Distribution and any withholding amounts should be filled in.
- Payee information is on the second tab.
- Taxable amount will NOT be determined or filled out.

1099R Maintenance / 1099Rs

File Window Help

Financial Payer/Recipient

Date of Payment	/ /	11b. FATCA filing requirement	No
1. Gross Distribution	0.00	12. State Tax W/H	0.00
2a. Taxable Amount	0.00	13. Payer's State	KY
2b. Taxable Amount Not Determined	Yes	13. Payer's State Num.	123456789
2b. Total Distribution	No	14. State Distribution	0.00
3. Capital Gain	0.00	15. Local Tax W/H	0.00
4. Fed. Tax Withheld	0.00	16. Locality Name	
5. Employee Contributions/premiums	0.00	17. Local Distribution	0.00
6. Net Unrealized Appreciation	0.00	12. 2nd State Tax W/H	0.00
7. Distribution Codes		13. 2nd Payer's State	
7. IRA/SEP/SIMPLE	No	13. 2nd Payer's State No.	
8. Other Amount	0.00	14. 2nd State Distribution	0.00
8. Other Percent	0	15. 2nd Local Tax W/H	0.00
9a. % of Total Contribution	0	16. 2nd Locality Name	
9b Total Employee Contributions	0.00	17. 2nd Local Distribution	0.00

Batch: 00001.12.2018

Financial Payer/Recipient

Corrected	No	Account Number:	
Void	No	Recipient's ID:	555555555
Payers Name:	Support 7.18.6	Recipient's SSN:	555-55-5555
Payer's Address 1:	3001 E. Main Street	Recipient's Name:	Wanda J Swainson
Payer's Address 2:		Recipient's Address 1	1000 SW Broadway
Payer's City:	Springbrook	Recipient's Address 2	
Payer's State:	KY	Recipient's City:	Portland
Payer's Zip:	53590-	Recipient's State:	OR
Payer's Federal ID:	88775995	Recipient's Zip:	97205-
1st Roth Contribution Year:			

Proof List

- Will provide you information on the 1099 forms.
- Will not show recipient information.

Payroll

1099 Proof List

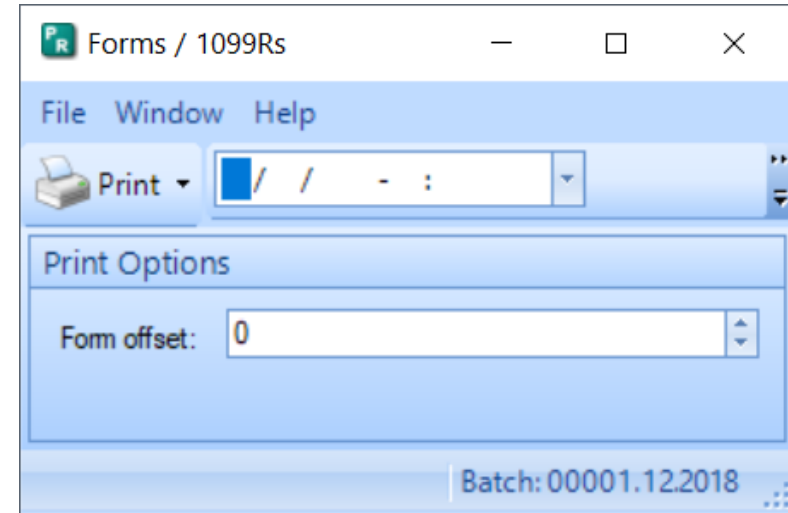
User: carol
Printed: 12/05/2019 - 2:18PM
Batch: 00001.12.2018 - 2018 1099R



Recipient ID	Employee	Gross Distribution	Fed Taxes Withheld	State Distribution	State Taxes Withheld
123-12-1235	Tammie Wisee	0.00	0.00	0.00	0.00
123-45-6454	Bob Smith	0.00	0.00	0.00	0.00
123-45-6789	John john Smith	0.00	0.00	0.00	0.00
555-55-5555	Wanda J Swainson	0.00	0.00	0.00	0.00

Print

- Set the offset or change after printing and comparing to the forms.
- Line up similar to 1099 forms.



Export

- Send forms on paper or export.
- If you export you will upload the file to the FIRE system just like 1099's.

Support 7.18.6
3001 E. Main Street
Springbrook, KY 53590

x

88775995

123-12-1235

Tammie Wisee

1969 Smith #2 south

Already, AK 99999

KY 123456789

The screenshot shows a web browser window titled "Export / 1099Rs". The page content is titled "Export Options" and contains several input fields and checkboxes. The fields are: "Your Name:" with the value "Luis Cruz"; "Your Email:" with the value "luis.cruz@sprbrk.com"; "Phone:" with the value "(866) 777-0069"; "Extension:" which is empty; and "TCC:" with the value "12345". Below the fields are two checkboxes: "Create as test file" and "Combine state and federal", both of which are currently unchecked. The browser's address bar and navigation icons are visible at the top of the window.

Questions?





Thank you!

Luis.cruz@sprbrk.com