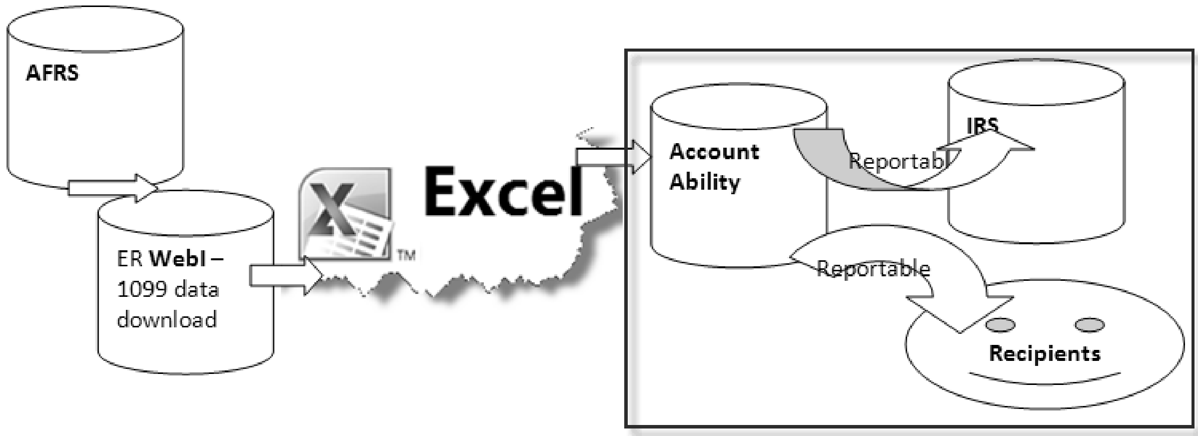
Account Ability 1099 Reporting



The Account Ability application prepares Information Returns, such as the 1099-NEC and 1099-MISC forms. In this application, you will be performing the following:

- Create a **mapping** of WebI and Account Ability 1099-NEC and 1099-MISC reportable amount
- **Import** your data for the appropriate forms.
- Print Forms for selected recipient

OFM will be performing the following tasks in Account Ability (1099 Reporting) application:

- **Print** all Agencies' 1099 forms (NEC and MISC) forms and Mail them to your Recipients.
- **Perform IRS TIN-Matching**
- **E-File** your 1099 returns to the IRS

NOTE: while processing 1099 forms, please be very mindful about which forms you are processing. The instructions in this document are for both 1099-NEC & 1099-MISC forms.

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1. Login to **Account Ability**

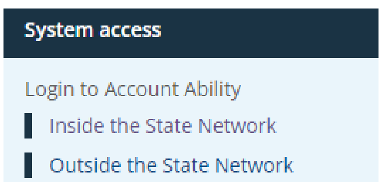
   Special instructions:

   - Please be mindful of the users logged in from your agency and what function the user is processing 1099 forms, as this may have an impact to your session. We find that the application functions best with one user per client (agency) logged in Account Ability.
   - “Multiple users per client” is available; however, client needs to coordinate usage. For example, if a user is importing, other user should not be editing the recipient’s profile or 1099 data.

   Web Site:

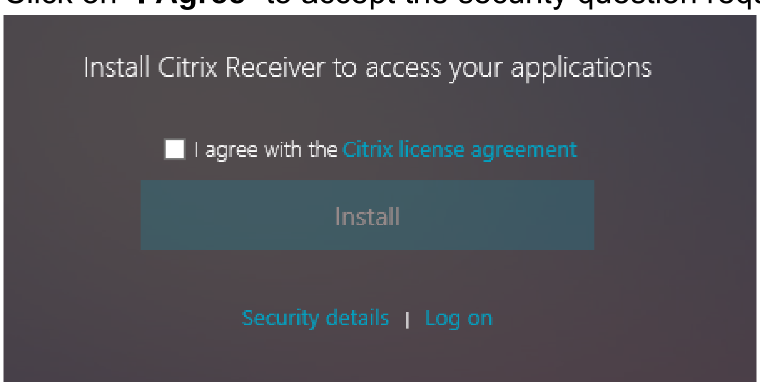
   https://ofm.wa.gov/it-systems/accounting-systems/1099-nec-1099-misc-reporting

   A. Under **“System Access”** heading, *click* on “**Login to Account Ability**”.

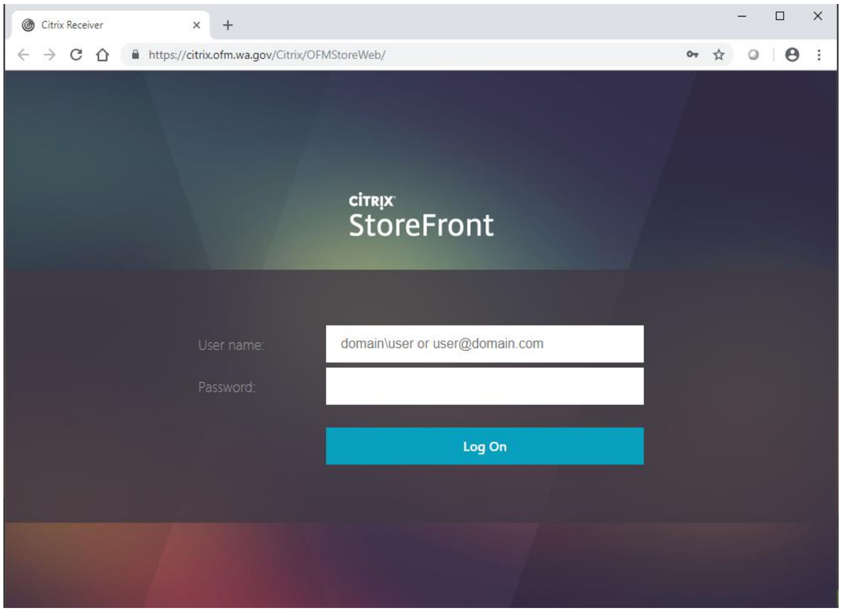


   Note: If you do not have Citrix Receiver client installed on your PC
   Please install Citrix Client. If you do not have admin rights to your machine, please ask your agency IT staff for assistance with installing the Citrix Receiver from Citrix.com web site.

   B. Click on “**I Agree**” to accept the security question request, then click “Log On”

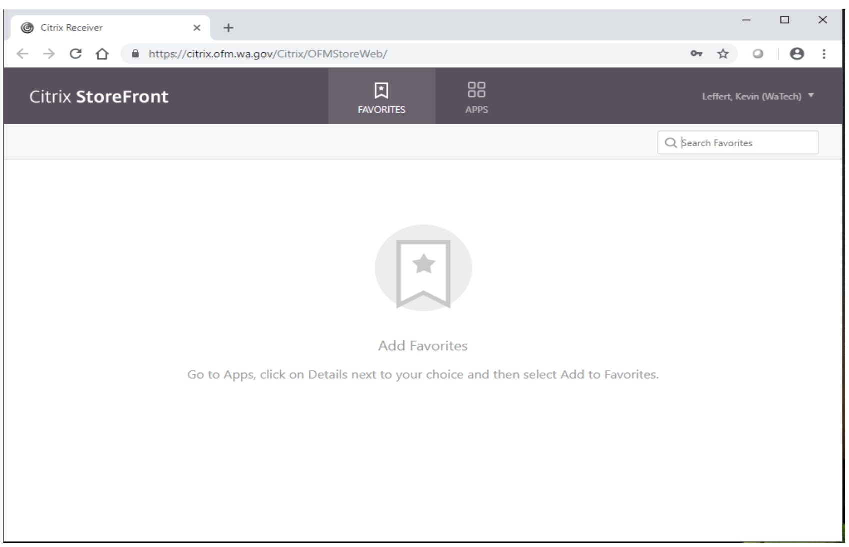


Citrix StoreFront

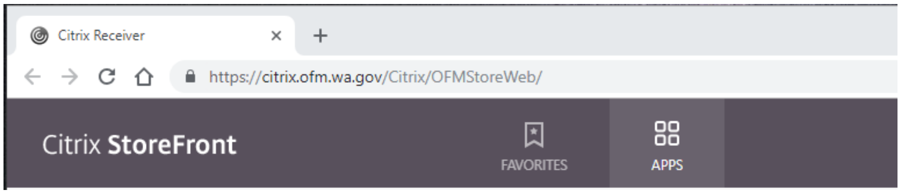


C. Enter your user name: Domain\UserAccount: **ofm\JohnD1**

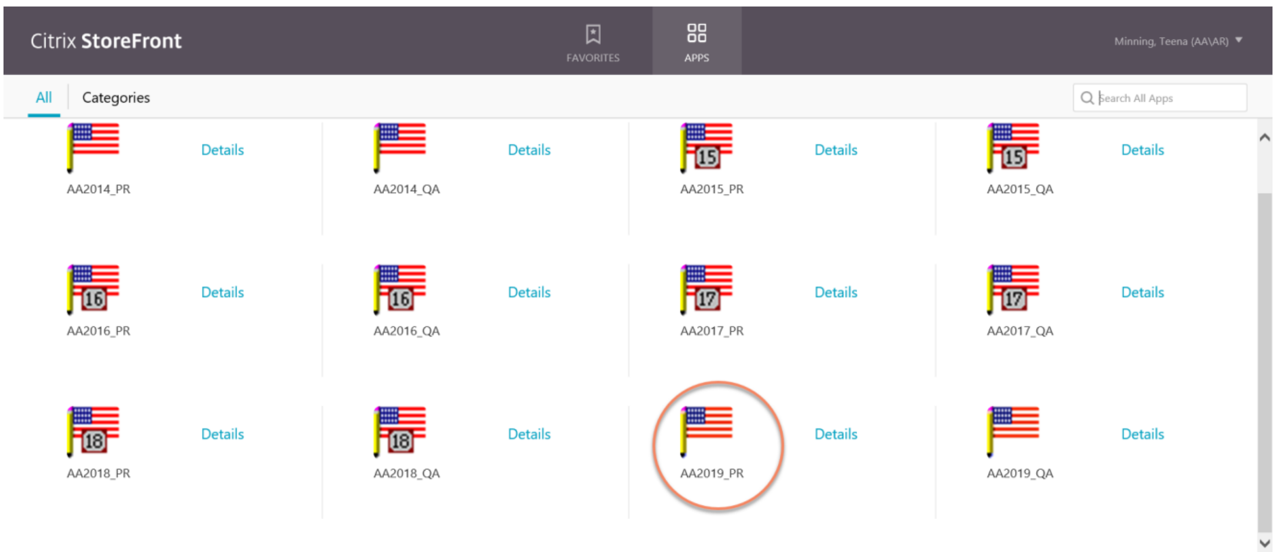
D. Enter your password, then click the **Log On** button or press the **Enter** key, this will bring you to the Citrix StoreFront.



E. Click on the **APPS** tab at the top of the screen.



"Account Ability" selection –*The current reporting year flag may not be loaded yet. To work in the current reporting year, click on the most recent reporting year flag until the current year is loaded. (Typically November)*



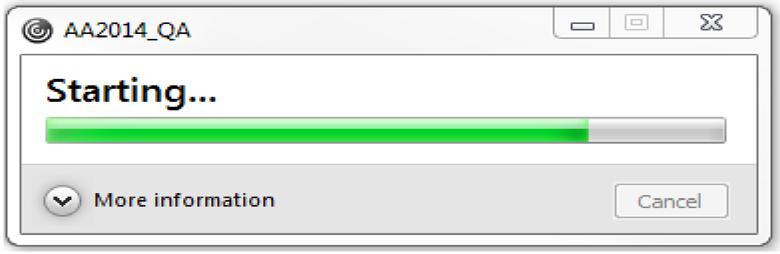
Note: If prompted with **User Account Control** window click **Yes** or **Ok** to continue. There may be multiple windows.

The application should now launch.

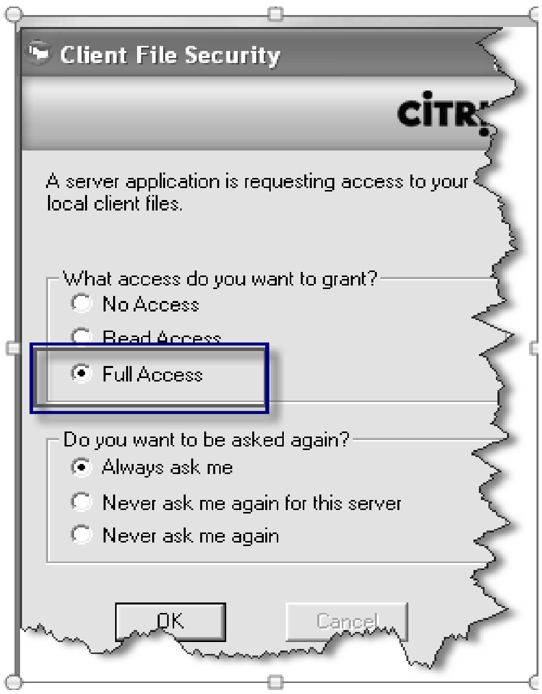
If you see this icon, , please wait for Account Ability to open. It may take a little longer.

If prompted, please select [**Open**]

Please wait for logon.

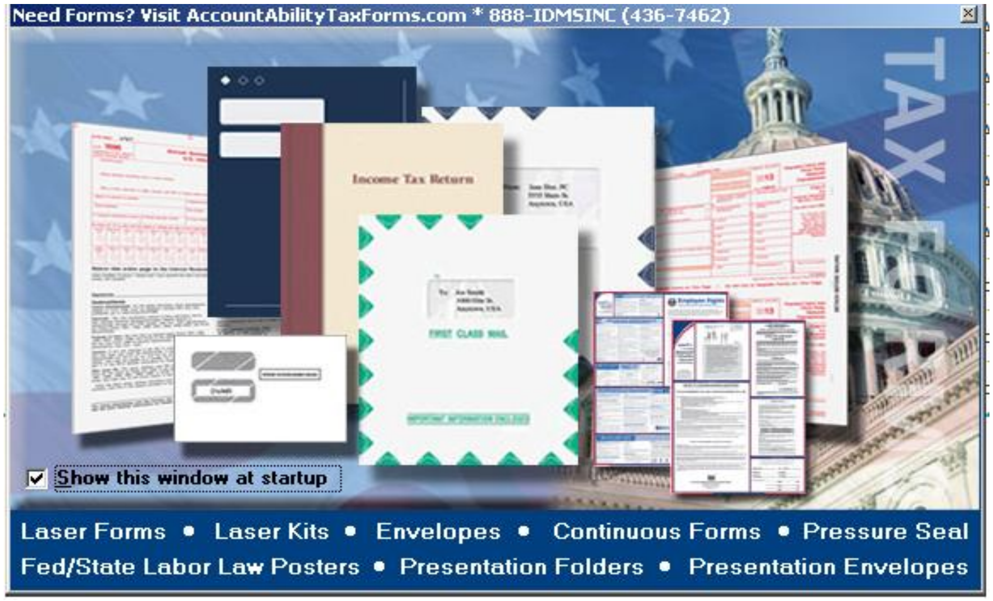


If prompted, always select "Full Access" to Citrix Client File Security and then click OK. It is very important that you grant "**Full Access**" of the software to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.



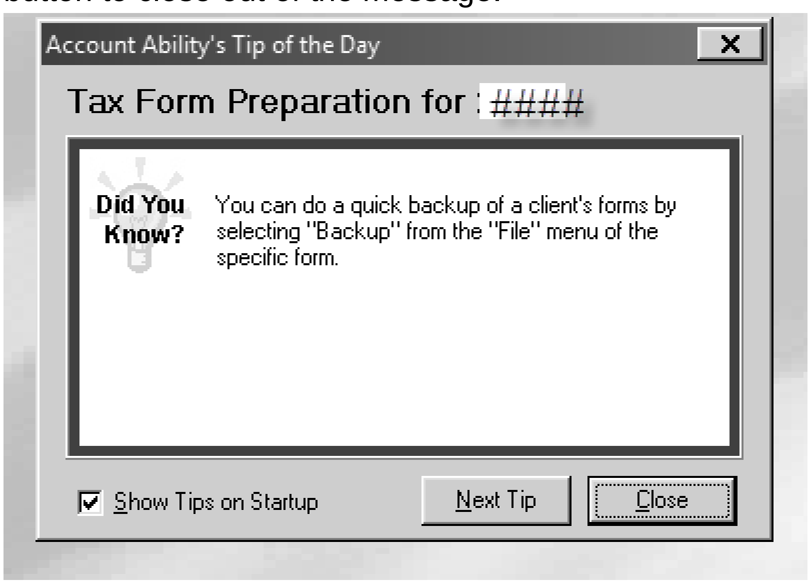
F. **Account Ability Forms Division**

Click on the “**X”** at the top right corner of this message to close out of this message.



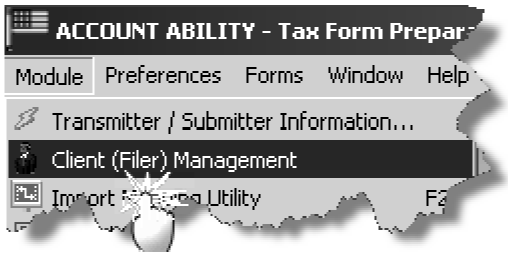
Account Ability’s Tip of the Day

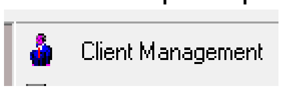
This dialogue provides “Did you Know?” about Account Ability. *Click* **“Close”** button to close out of the message.



2. Open Client (your Agency)

A. Click "Module" and "Client (Filer/Entity) Management"



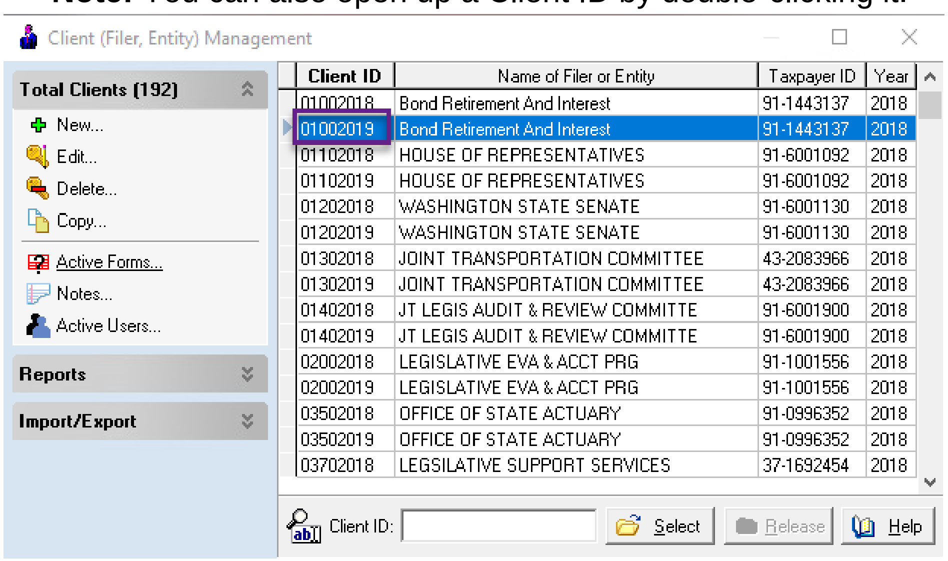
Note: You can also open up the Client (Filer/Entity) Management by clicking on the little man 

at the top right corner of the Account Ability toolbar.

B. Navigate to your agency's Client ID

Look for the new reporting year's client profile. The client ID is 8-characters, leading with your agency four-digit code and end with the reporting year.

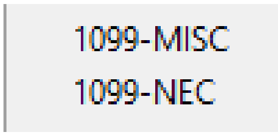
C. Highlight your agency's client ID and click on "Select"
Note: You can also open up a Client ID by double-clicking it.



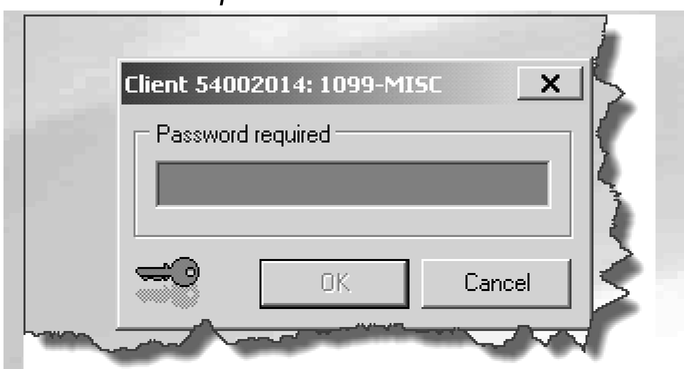
You may see two Client ID's. Don't worry; just ensure that you are opening the Client ID for the reporting year you are planning to upload. OFM will migrate the data into the new reporting year flag, when it is available (typically November).

3. Open the 1099 form (1099-NEC or 1099-MISC)

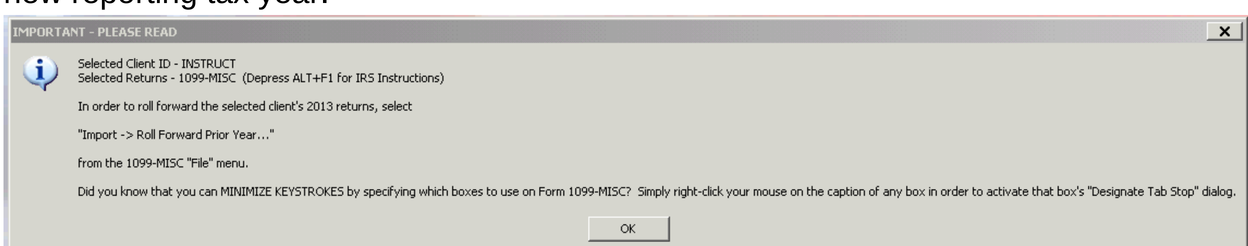
   A. Once you have selected a Client ID, the Active Forms dialogue opened. *Select* the "**1099- NEC**" or "**1099-MISC**" from the list of active forms.



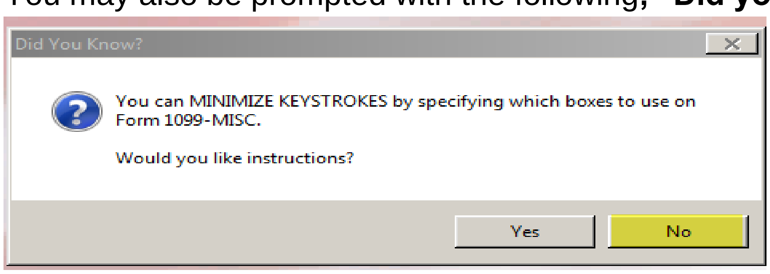
   B. Account Ability will prompt you for a **form password**. This password is unique to your agency. OFM will e-mail you the agency's password to the forms. Please keep this password safe.
   Note the same password is used for both forms



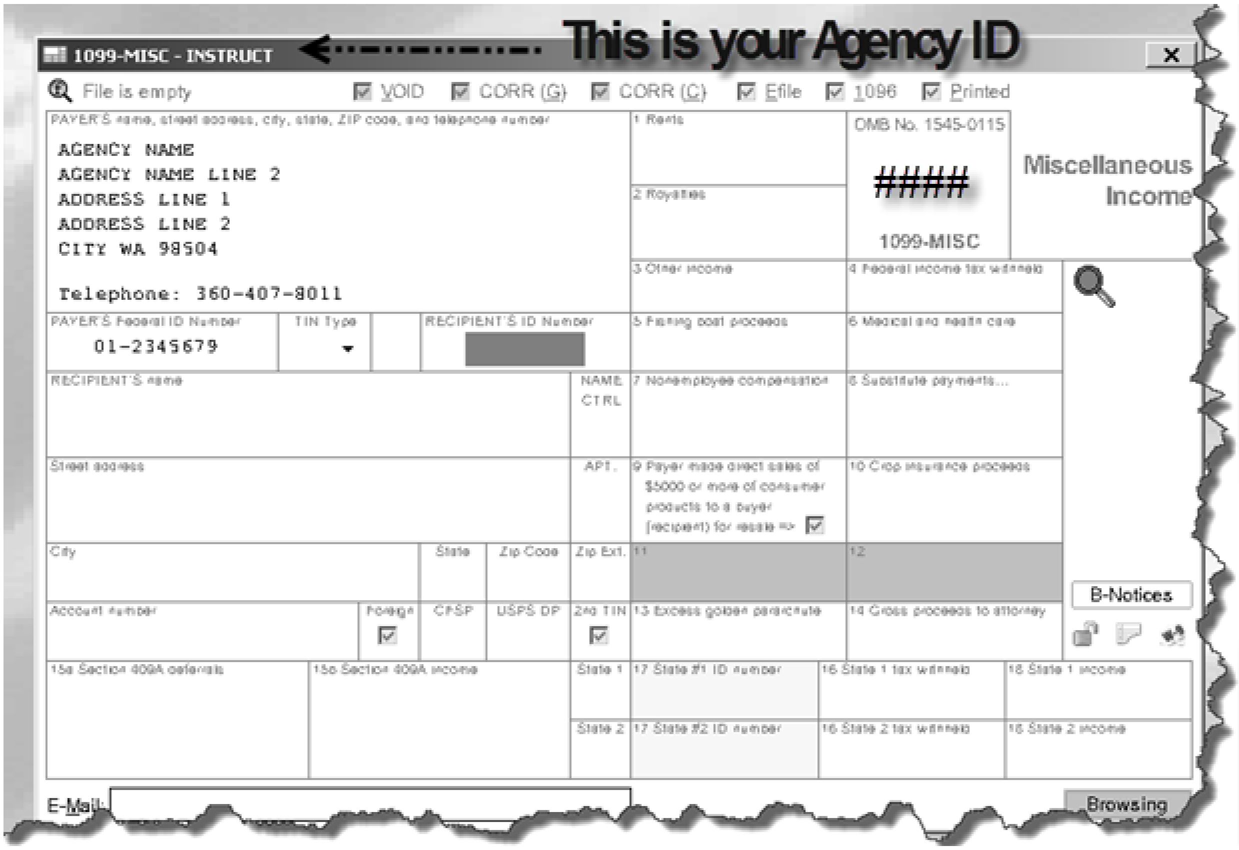
You may be prompted with the following "Important – Please Read" message. Please *click* **OK.** Each calendar year, you will have a new and distinct CLIENT profile to use for that calendar. You will not have prior data to roll forward to the new reporting tax year.



You may also be prompted with the following**, "Did you Know?"** Click **"No"**



The form for your Client ID will come up as follow:



Security is control by client's **form password**. Each agency has its own distinct password to the use of its forms.

If you have forgotten the forms password for your agency, please refer to your e-mail or contact the OFM Help Desk at 360.407.9100 or HereToHelp@ofm.wa.gov.

Please provide Help Desk with the following information:

- Identify yourself as a user of Citrix for Account Ability (1099 Reporting) application.
- Your full name and agency you work for
- Your assigned User Name (User ID)
- That you have forgotten your **1099-NEC** or **1099-MISC form's password** for your agency.

4. Map Web Intelligence data (your source file) to Account Ability 1099 form (your destination)

Account Ability is capable of importing different Information Returns. To ensure that the data you've pulled from Enterprise Reporting (ER) Web Intelligence (WebI) has the schema of the 1099-NEC and 1099-MISC forms, we use the **Import Mapping Utility** to map the data elements from the Source file to the data elements on 1099 form.

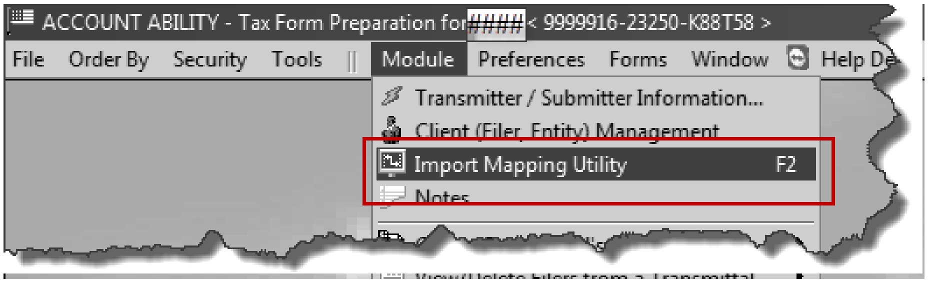
Form Mapping (for both 1099-NEC & 1099-MISC forms)

<table>
<tr><td></td><td><u>WebI</u></td><td>Account Ability</td><td>1099 form</td></tr>
<tr><td></td><td>IRS Box</td><td>Not applicable</td><td>Not applicable</td></tr>
<tr><td></td><td colspan="3">The IRS Box value tells where the Amount from Webi/AFRS should be mapped to on the 1099 form.</td></tr>
<tr><td>1.</td><td>Taxpayer ID</td><td>Taxpayer ID</td><td>RECIPIENT's identification number</td></tr>
<tr><td>2.</td><td>Tax Type</td><td>TIN Type</td><td>DBA name or</td></tr>
<tr><td>3.</td><td>Vendor Name</td><td>Name line 1</td><td>RECIPIENT's NAME</td></tr>
<tr><td>4.</td><td>Vendor Address 1</td><td>Name line 2</td><td>DBA name or Street address (including apt. no.)</td></tr>
<tr><td>5.</td><td>Vendor Address 2</td><td>Street address line 1</td><td>Street address (including apt. no.)</td></tr>
<tr><td>6.</td><td>Vendor Address 3</td><td>Street address line 2</td><td>Street address (including apt. no.)</td></tr>
<tr><td>7.</td><td>Vendor City</td><td>City</td><td>City</td></tr>
<tr><td>8.</td><td>Vendor State</td><td>State</td><td>State</td></tr>
<tr><td>9.</td><td>Vendor Zip code</td><td>Zip code</td><td>ZIP code</td></tr>
<tr><td>10.</td><td>Amount (Even Calendar Year)

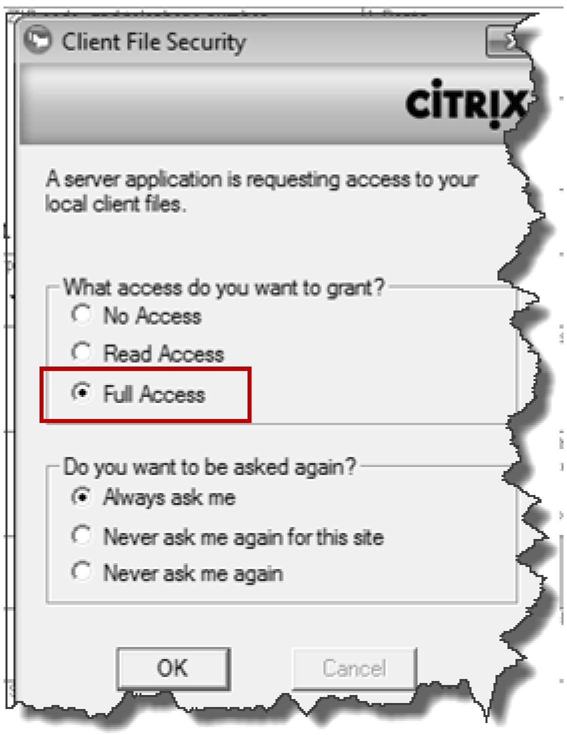
Total Amount (Odd Calendar Year)</td><td colspan="2">See IRS Box value in the Source field, IRS Box, to determine which IRS box to map to on the 1099 Form.

For example, if Source IRS box value is 1, this "1" means that the Amount is for Rents on the 1099-MISC form.</td></tr>
</table>

A. Open the Import Mapping Utility by select “Module” and clicking “Import Mapping Utility”

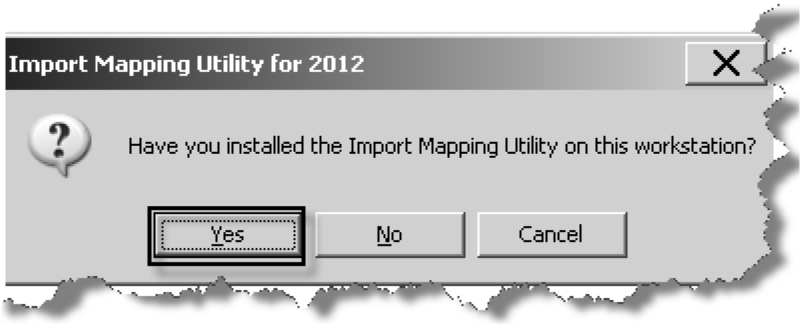


If prompted, select "**Full Access**" to Citrix Client File Security.



It is very important that you grant “**Full Access**” of the software to your computer because the application needs the files residing on your desktop or agency’s secure folders. The access rights will only be in affect during your active session.

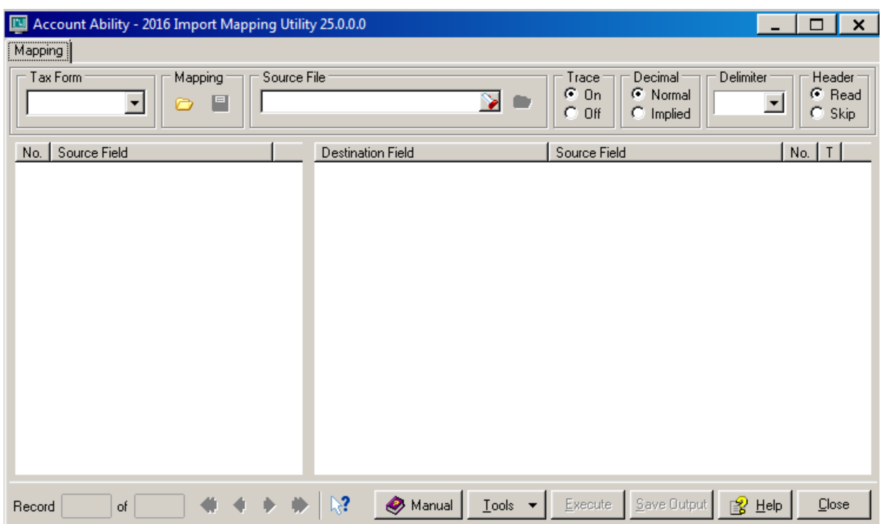
Account Ability may prompt you with the following question:

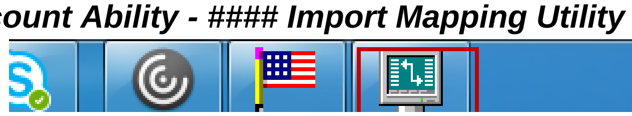


If prompted, please select "**Yes**" on "**Have you Installed Import Mapping Utility?**" dialogue. You are using Account Ability on a Citrix server. OFM has installed the Import Mapping Utility on the Citrix server.

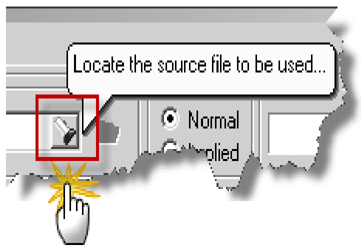
B. Open your source file

Once you have selected Import Mapping Utility from the Module, Account Ability presents with the "**Account Ability – XXXX Import Mapping Utility 25.0.0.0**", module.



*The Import Mapping Utility may open up in minimize mode. If you do not see this "**Account Ability - #### Import Mapping Utility 25.0.0.0**", look in your **computer tray***  *for the computer icon, this is your Import Mapping Utility. Click on the icon showing up on your computer tray to maximize the Import Mapping Utility screen.*

C. Locate the source file by clicking on the **"Locate the source file to be used…"** icon



The default "**Look in**" may be a folder on Citrix server.

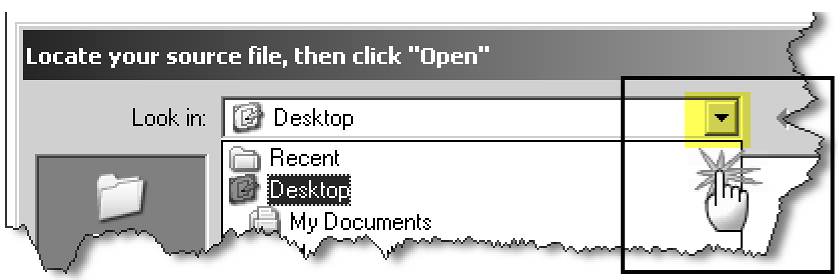
This Citrix server location is NOT where you want to look for the text file that you have exported from Enterprise Reporting Web Intelligence (ER WebI).

You will want to look for your file in the location where you have saved it.

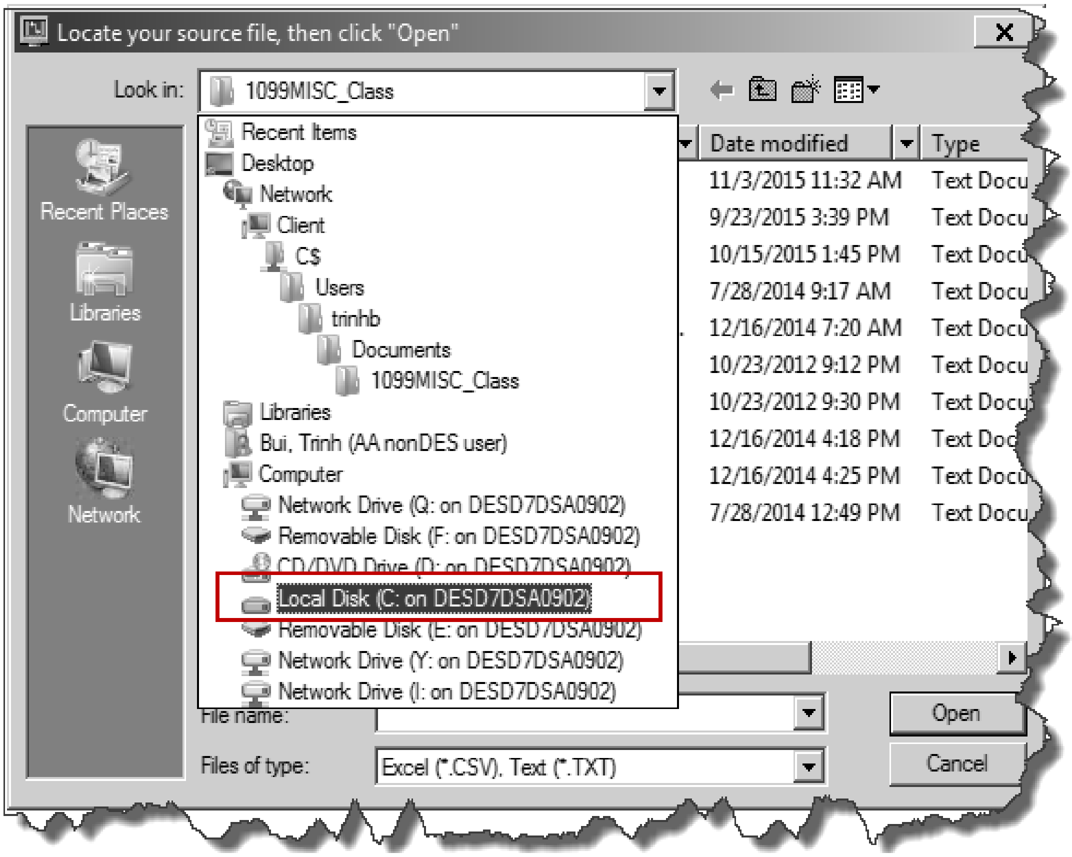
The name that represents the path from the server to your <u>computer</u> and vice versa is "**Local Disk (C: on xxxxx")**".

Note: If you are using an agency secure network folder, please select the specific path.

D. Click on the Drop-down arrow to access a list of the "**Look In**"

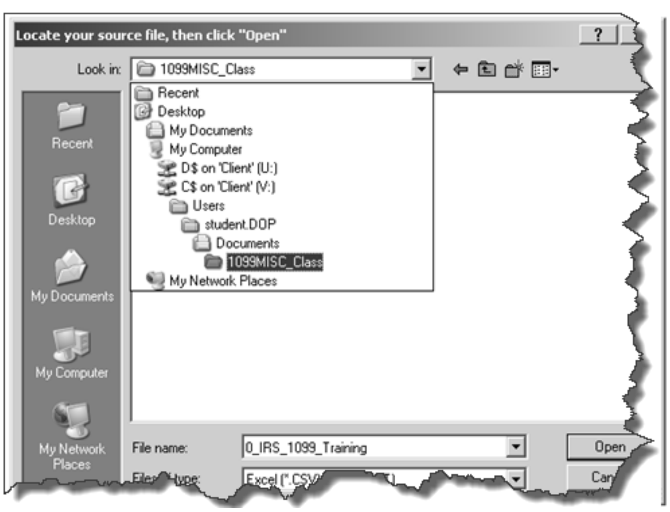


E. Navigate to the location of your file



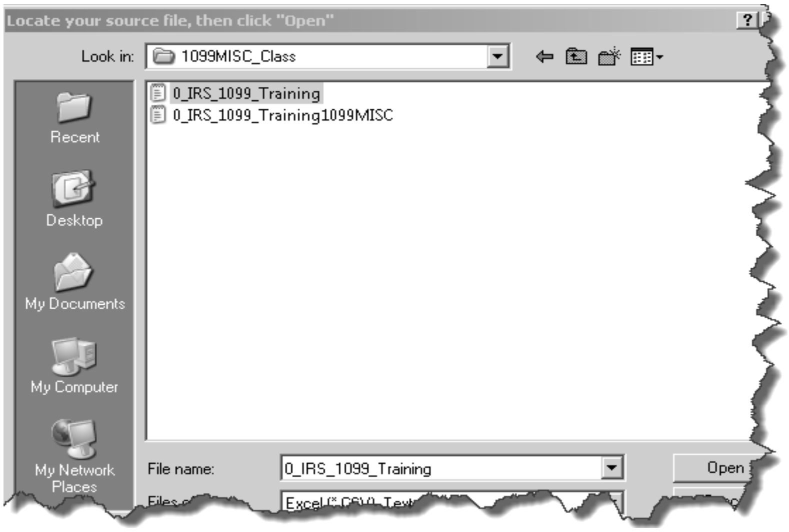
Please Remember: If you receive the "Client File Security" request access, you will always want to grant it "**Full Access**".

From the "**Local Disk (C: on xxxxx)**" *navigate* to the **folder** where your source file resides.

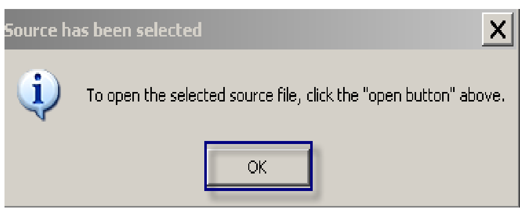


You would use the "**Local Disk (C: on xxxxx)**" as the bridge to your computer, if your source files were saved on your computer's local drive.

F. Highlight the source file and click “Open”

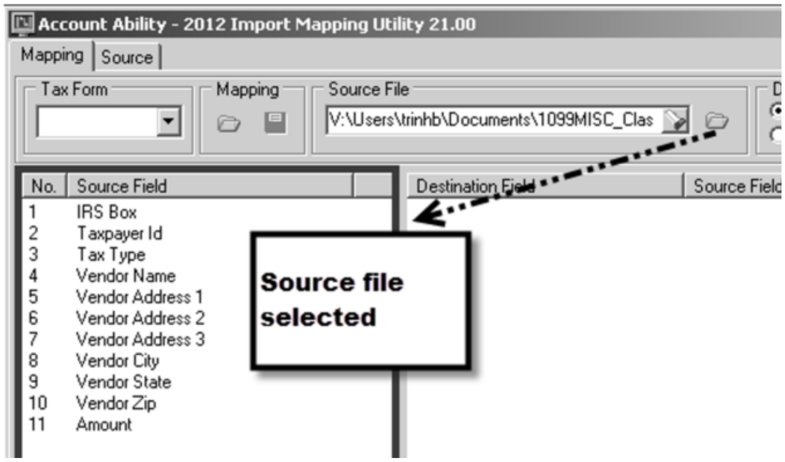


G. Click **OK** on the system’s instructions to click the “**open button” above** to open the selected source file

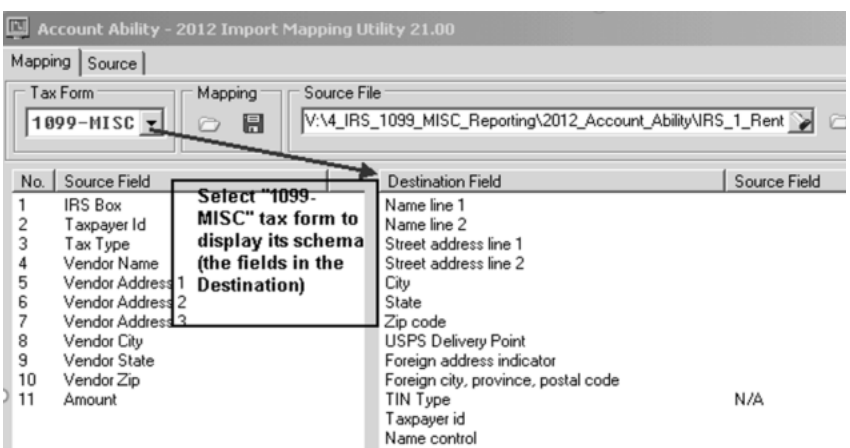


H. Click the folder button to open the selected source file.

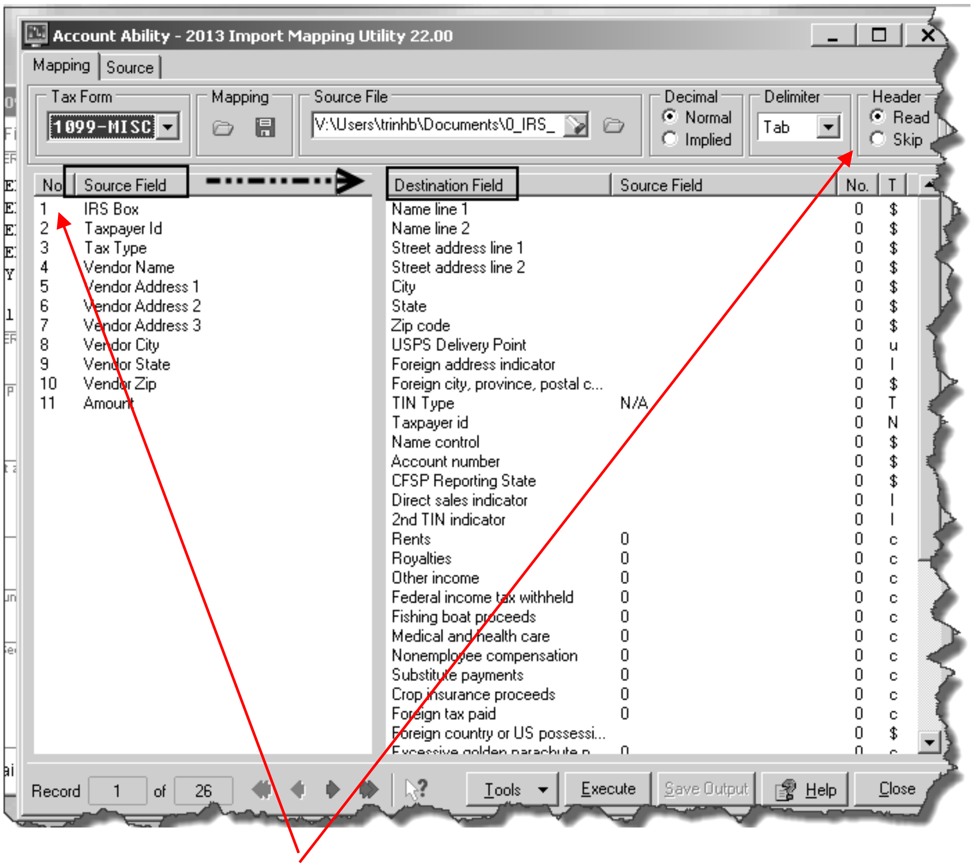
With the source file selected, in the “Source Field” section of the Import Mapping Utility, you should see the 11 data fields from the source file.



I. In the Tax Form field, click on drop down list and select the proper **1099** schema. This will populate the destination section of the Import Mapping Utility.

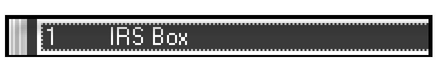


J. Determine which IRS Box to place the amount by evaluating the **IRS box** on the 1099 form (Destination Field section) the **amount** (Source Field) should be mapped.

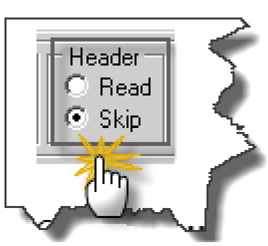


a. While in "Read" Header mode, locate the row number for "**IRS Box**" source field.

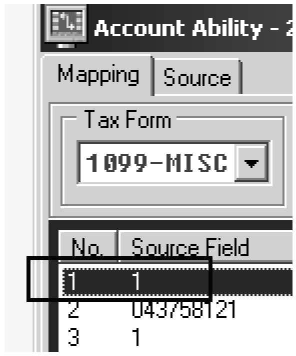
The "Read Header" will give you the label for the fields in the source file. The IRS Box field is row 1 in this example.

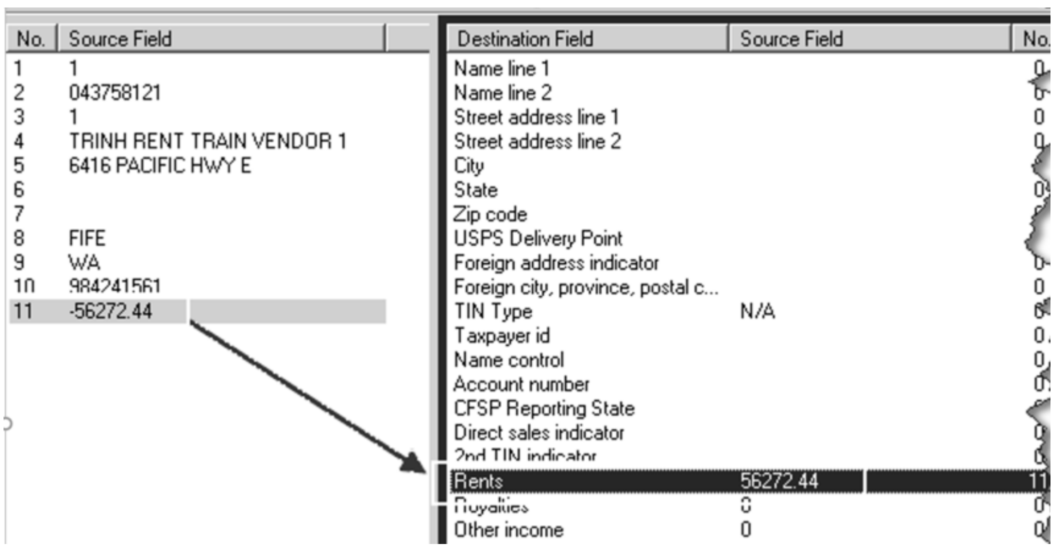


b. Click on "**Skip**" radio button of the Header and make a mental note of the value in the "IRS Box" source field



Example:
The **IRS Box value** is **"1".** This tells you that the entire "Amount" in this Source file is mapped to "**Rents**" box on the 1099-MISC form (Destination Field).





If, for example, the IRS box value is "3", this tells you that the "Amount" in the particular Source file is mapped to "Other Income" box on the 1099-MISC form (Destination).

K. Switch to "Read" Header

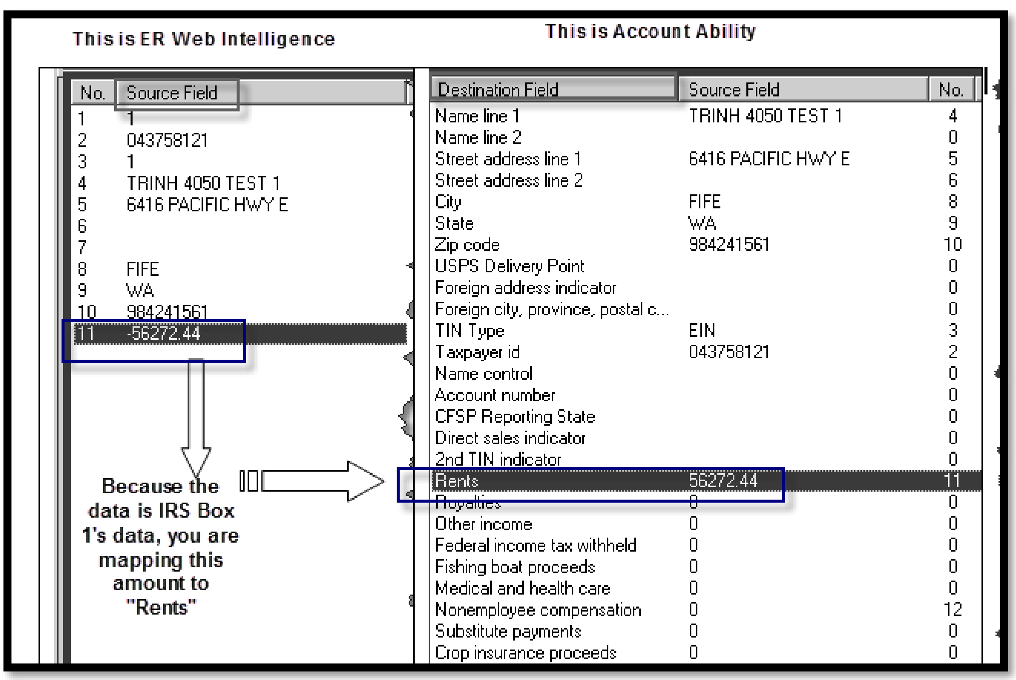
L. Start **mapping** Source Field to Destination Field on the 1099 form by

   a. Highlighting Source field
   b. Double click correlating Destination field

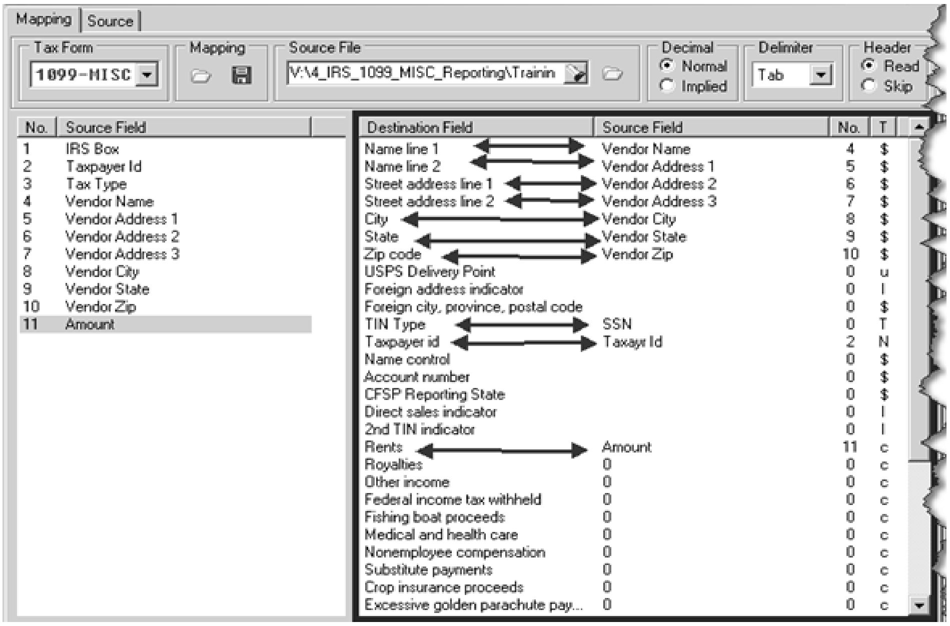
Start with the Taxpayer ID, highlight/select a **Source Field** and ***map*** to a **destination field**.

Note: You can also map by dragging a field from the source and dropping it in the correlating field in the destination.

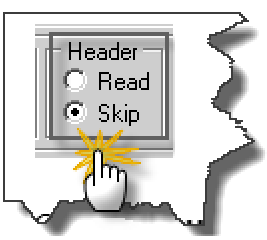
	<u>WebI</u>	Account Ability **<u>1099</u>** Schema	**1099 Form**
1)	**Taxpayer ID**	**Taxpayer ID**	RECIPIENT'S TIN
2)	**Tax Type**	**TIN Type**	• Value "1" means EIN type • Value "2" means SSN or ITIN type
3)	**Vendor Name**	**Name line 1**	RECIPIENT'S Name
4)	**Vendor Address 1** (On the Statewide Vendor table, the address line 1 can be the DBA (doing business as) name	**Name line 2**	
5)	**Vendor Address 2**	**Street address line 1**	Street Address (including apt. no.)
6)	**Vendor Address 3**	**Street address line 2**	
7)	**Vendor City**	**City**	City
8)	**Vendor State**	**State**	State
9)	**Vendor Zip**	**Zip code**	ZIP code
10	**Amount**	**Rents (for example)**	1 Rents



Fields are successfully mapped when you see data in both the Destination Field and Source Field columns (except for the IRS Box):



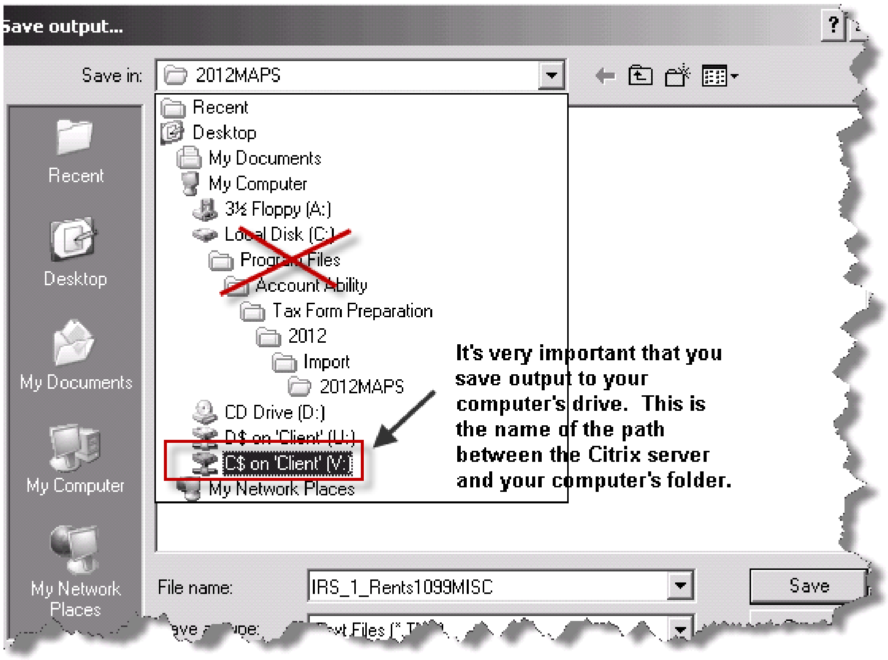
Once you have mapped all Source fields to Destination fields, click on "**Skip**" radio button of the Header. *Note, must do this* *<u>before</u>* *you click Execute.*



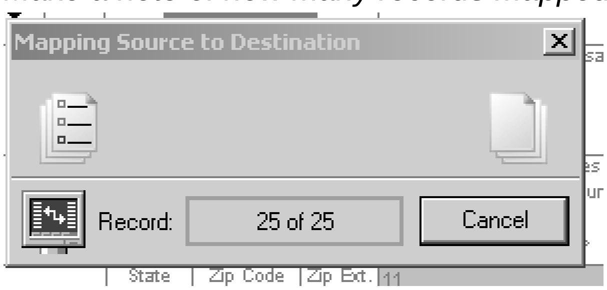
M. Click **Execute** (button is locate at the bottom of the Account Ability Import Mapping Utility) to create your Import Mapping File

N. Save mapped 1099 form file.

Note that Account Ability has added the “1099MISC” or “1099NEC” (*depending on which form you are mapping*) to the name of the mapped file.

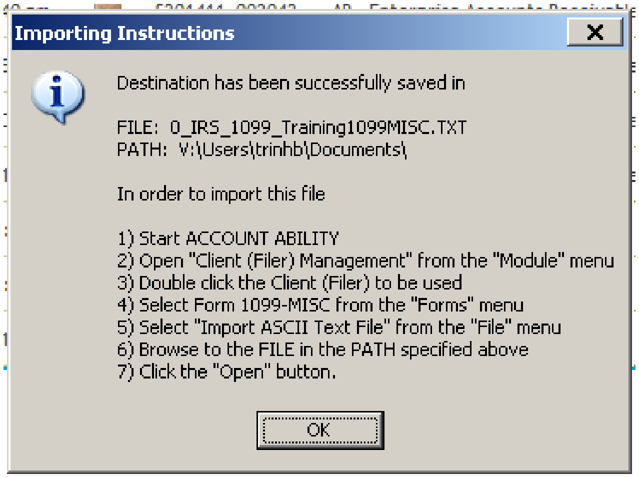


Make a note of how many records mapped from source to Destination:



O. Write down the folder within your “Local Disk (C: on xxxxx)” of where you've saved your mapped data file.

P. Importing Instructions

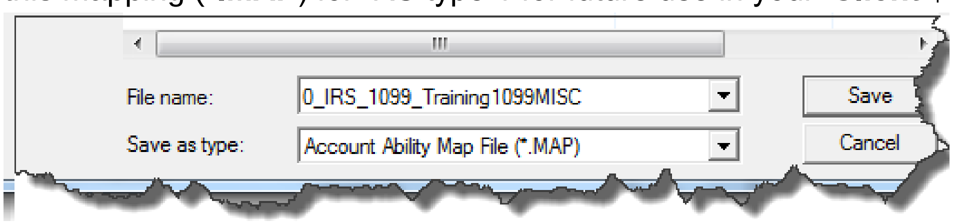


Q. Click OK to Importing Instructions

R. Click Close to close the mapping utility

S. Click “No” to not save current mapping

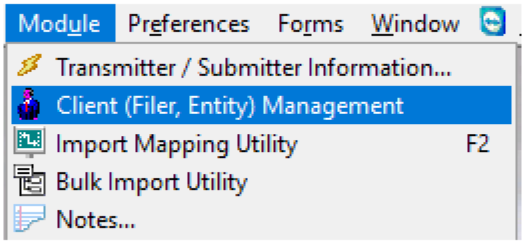
If you would like to save your import-mapping file for the specific IRS box type, select "**Yes**" to save question “**Do you want to save the current mapping?”** You can save this mapping (***.MAP**) for IRS type 1 for future use in your ‘**Client $ on (V :)**’ folder.



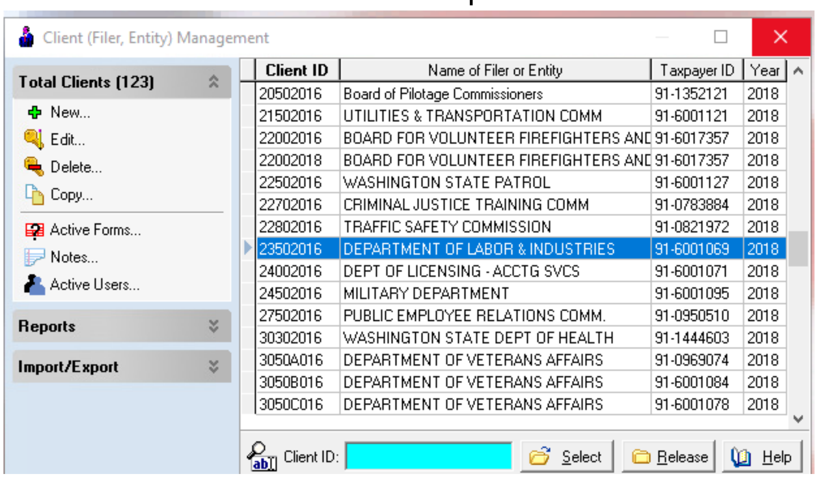
If you do not wish to save your import-mapping file, click “**No**” to the question, “**Do you want to save the current mapping?**”

5. Import into Account Ability

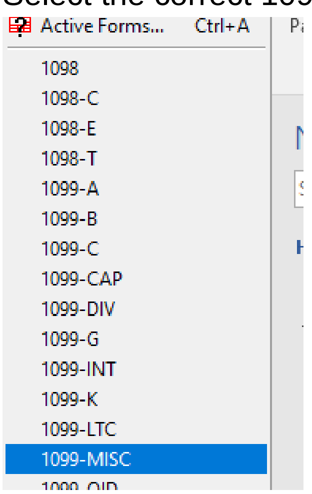
A. Click the “Module” menu and then click “Client (Filer, Entity Manager” to start running the IMPORT



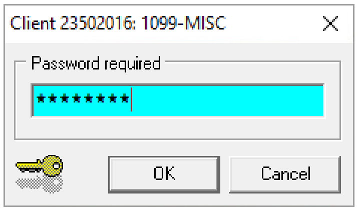
B. Double click the Client ID to be opened



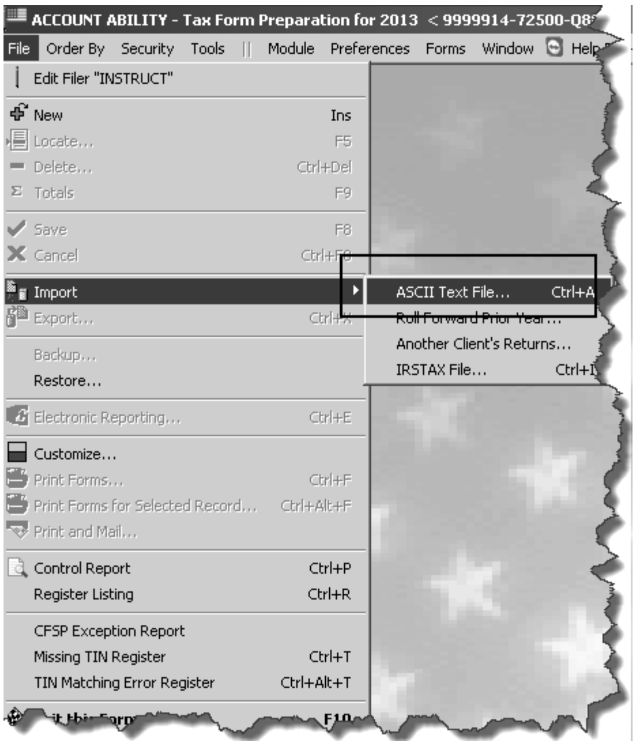
C. Select the correct 1099 Form from the “Active Forms” menu



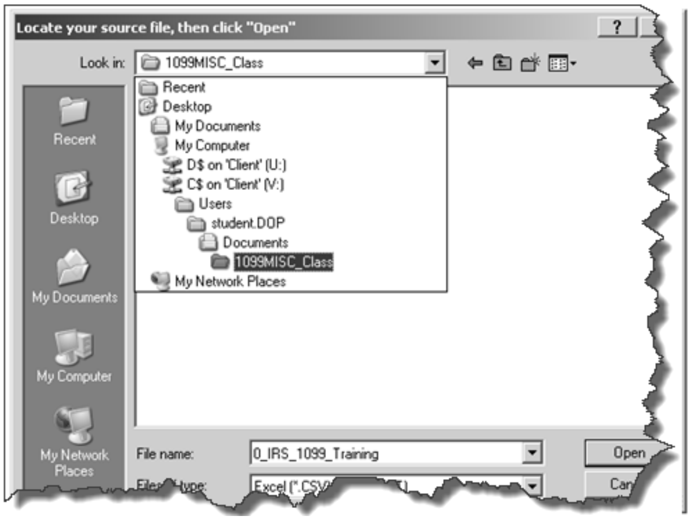
D. Enter password and click OK



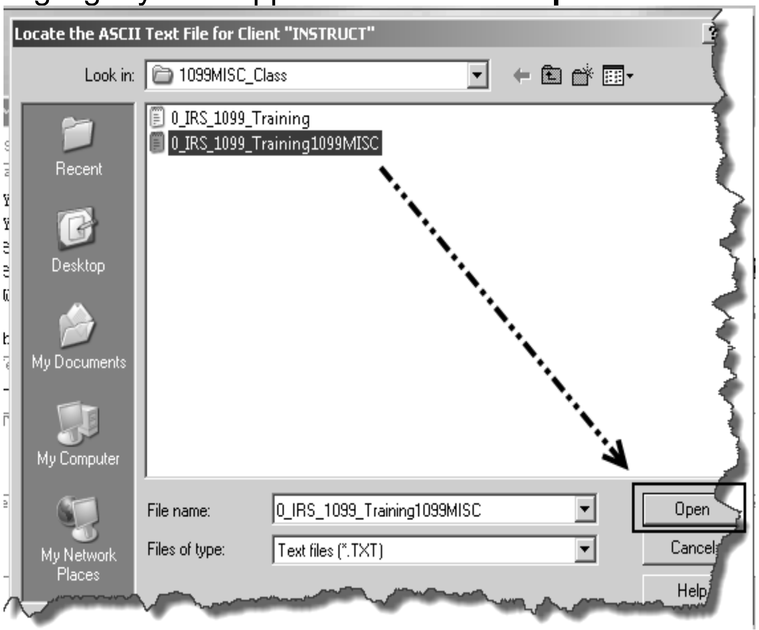
E. Click “File”, “Import” then “Import ASCII Text File”



F. Browse to find the Import Mapping File

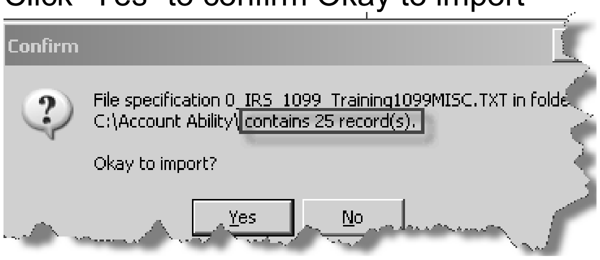


G. Highlight your mapped file and click “**Open**”



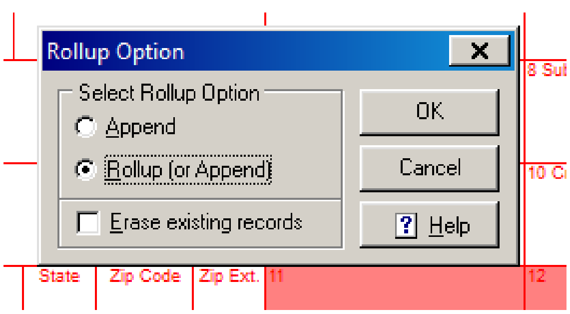
Note: The mapped file has “1099MISC” or “1099NEC” at the end of its name.

H. Click “Yes” to confirm Okay to import



Confirm the amount of records the import contains to what you wrote down in Step 4.P.

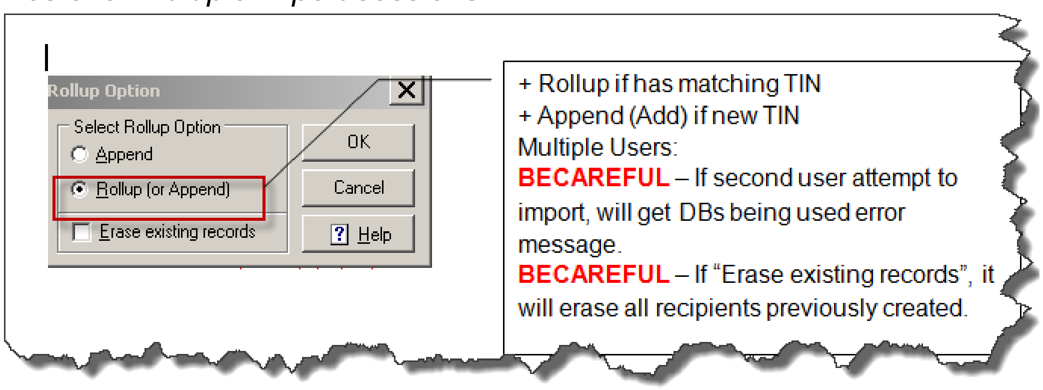
I. Choose Append or Rollup (or Append) and click ok.



The **Rollup Option** dialog contains three options

- **Append:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key (ie, TIN).
- **Rollup (or Append):** The primary key field (ie TIN) of each record is compared with those already on file. If a match occurs, the existing record's currency information is accumulated (*rolled up*). Otherwise, the record is appended to the end of file.
- **Erase existing records:** If checked, existing records are first erased ensuring that the current import session begins with an empty table

If you have several distinct text files which, when combined, result in a single 1099-MISC or 1099-NEC form for each recipient, you will find the Rollup option quite beneficial. As long as each record of each file contains a primary key field, such as a taxpayer identification number (TIN), Account Ability can roll up these files over multiple import sessions.

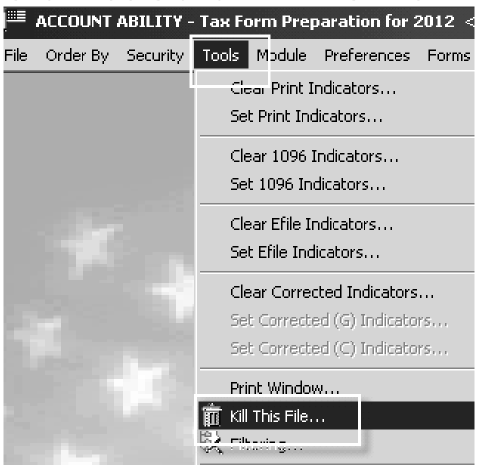


J. Confirm that the number of records is accurate.

Tools – Kill This File

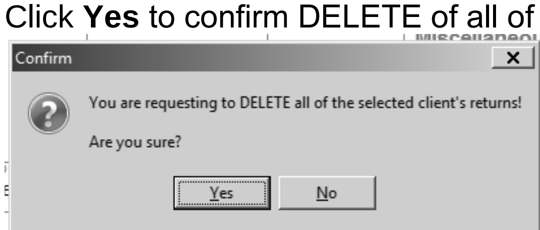
To start over from the beginning, use the "**Kill This File**" feature. Activating this feature will clean out/delete your agency (Client)'s reporting year of **all** 1099 forms (*1099-NEC or 1099-MISC depending on which form type you select)* previously created.

a) Log into Account Ability (Step 1 above)
b) Open Client (Your Agency) (Step 2 above)
c) Open the 1099 form type (1099-NEC or 1099-MISC) for which you are trying to delete all of the forms for. (Step 3 above)
   NOTE: **ALL** forms previously created in the specific reporting year for the specific form type will be deleted, not just one of the forms.
d) Click **Tools** and **Kill This File.**

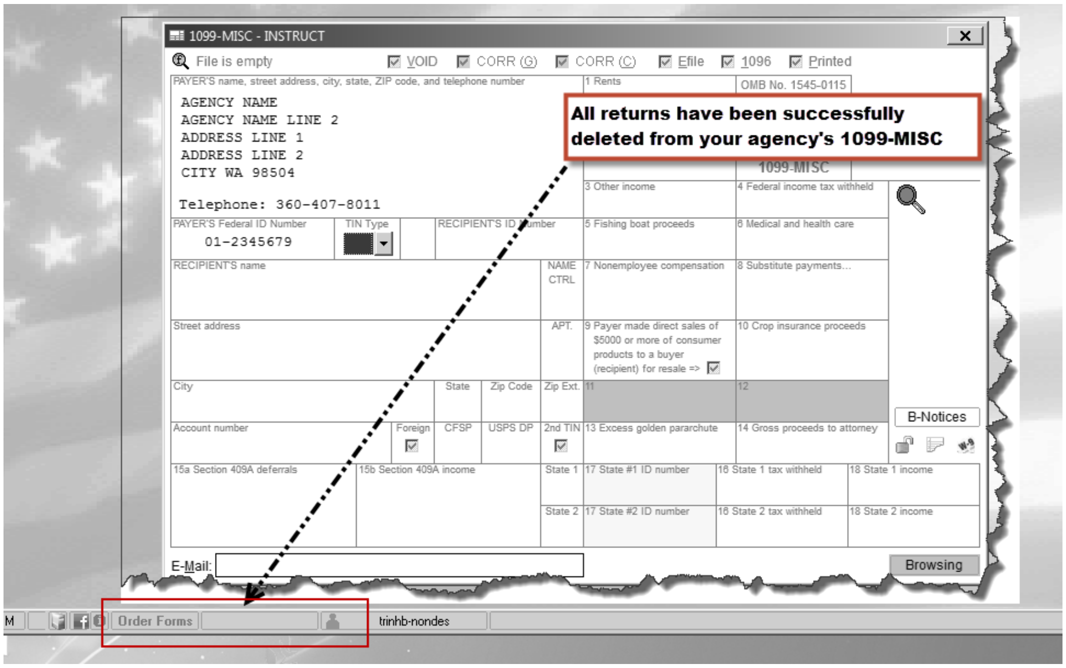


It is very important to preserve your source files from Webi.

e) Click **Yes** to confirm DELETE of all of the selected client's returns**.**

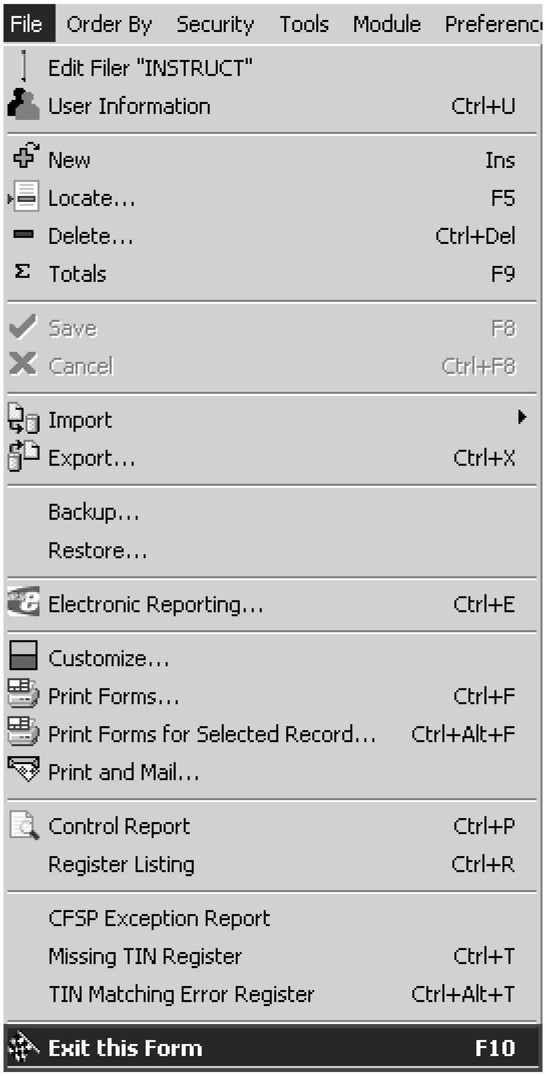


f) Confirm the Order Form count is blank at the bottom of the application.



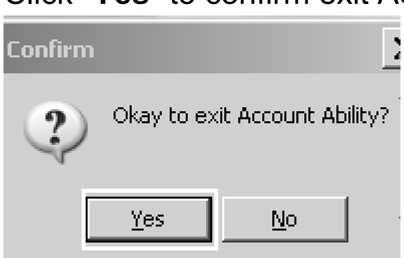
Exit Account Ability

A. From the File menu, click “Exit this Form”

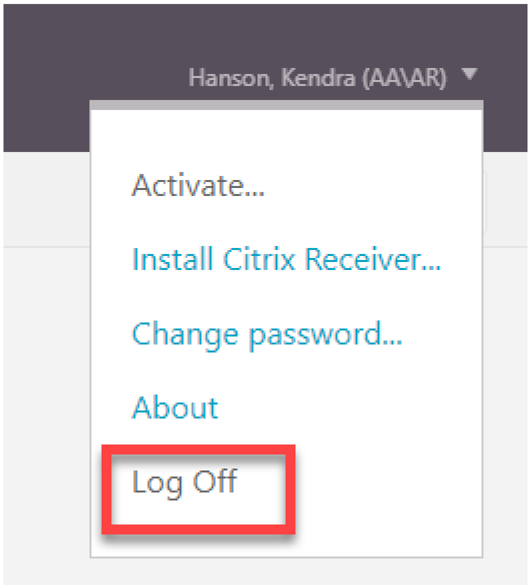


B. From the Module Menu, click “Exit Account Ability”

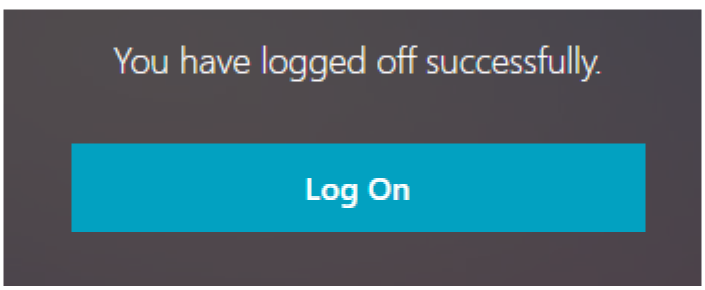
C. Click “**Yes**” to confirm exit Account Ability



D. If you are still in Citrix for Account Ability, Please click your name in the top right corner, then click “Log Off”.



E. Make sure you have successfully logged off from the Web site (Citrix web site).



Restrictions Error

Click [OK] to proceed if you receive the below restrictions message: