

# Reports Review Checklist

## Overview

The 1099 reports are created in the following manner:

- The 1099 subsystem reads all COFRS payment from the closed ledgers for the current calendar year and selects those with reportable object codes.
- A ledger file is created listing all those payments.
- Then, the subsystem reads the MVEN table to find the vendor code that is the master vendor record.
- It reads the VEND table to see if the Master Vendor payee vendor is marked 1099=Y or 1099=N and separates the file into two reports: the T990RY and T9902RN reportable vendors.
- The T9902RY, T9902RN, AND T9903R are run twice annually before the Forms 1099 are printed.
- The first version is available on Document Direct about the 3<sup>rd</sup> week in October. They are referred to as the PRELIMINARY version and report ONLY the payments dated through the COFRS September close.
- The FINAL version with entire calendar year's payments are available on Document Direct the first business day in January.
- T9902RY and N are sorted by Return Type (MISC then INT), Agency, TIN, and Vendor Code.
- The LEFT side Name and Address is the payment side and went out on the warrant. The RIGHT side is the Master Vendor Name and Address. It will print on the 1099 forms for mailing and is reported to the IRS.
- The report has the pertinent VEND fields to allow most review by looking at the report, rather than pulling up the record on VEND.

## **T9902RN**

This report lists all payments with reportable object codes made to vendors marked 1099=N.

- Determine if any vendor requires a 1099 and should be reported on the 1099=YES report.
  - ENTITY TYPES on this report should only include:
    - C (corporation NOT providing medical or legal services),
    - G (government).
      - O (other) it must be reviewed, usually should be C
      - I (must be reviewed) – usually 997 vendor code for employee paid with reportable OBJT code.
      - Any I other than a 997 vendor code
  - TIN TYPE should always be 1

NOTES:

## **T9902RY**

This report lists all payments with reportable object codes made to vendors marked 1099=Y.

### **VENDOR INFO**

- Determine if a vendor does not require a 1099 and should be reported on the 1099=NO report.
  - No ENTITY Types of G
  - No ENTITY Types of C (except medical and legal providers)
  
- NAME fields
  - All names for a TIN s/b the same
  
  - Name s/b consistent with ENTITY Type
    - Example: You should not see an individual name as the legal name (first line) with a d/b/a (second line) name that is INC.
  
  - Look for 3-way name match on Payment side (left), 1099 side (right) and under the VENDOR LEDGER NAME. If not, why?
  
- ADDRESS fields will normally be the same on both the payment and 1099 side. If different addresses, review.
  - For example, landlords may have rent checks sent to the property manage address, and the 1099 sent to the landlord address.
  - Identical street addresses on both sides with different city or zip indicates a problem.
  - CITY, ST and ZIP fields are usually the same on payment and 1099 sides, if not, why?
  - If payment has PO Box and 1099 side has street address, we usually need to change the 1099 side to the PO Box.
  - 1099 side addresses with DEPT xxx are lockbox addresses. 1099s usually not deliverable to lockboxes. Contact vendor.
  - You're looking for obviously incorrect combinations like Denver CA or San Diego CO.
  - All CO zip codes start with "8".
  - Does the vendor have a foreign address – Foreign vendors are not reported on 1099.
  
- EMPL field s/b N marked Y when vendor code does not start with 997 (EID-employer ID #)?
  - Only "997" vendor codes should be marked "Y".
  - Records with Y in EMPLOYEE field are not selected for Vendor Offset. Contractors and records set up for settlements must be eligible for Vendor Offset.

- HOLD field s/b NO - Look at the comments field
  - UNDELIVERABLE ADDRESS
    - Check for alternate address records that may have a good address.
    - Search for the name or phone number on Google or the online White or Yellow pages, or Secretary of State website
  - IRS MISMATCH
    - Look at W-9 used to enter the record – was it legible? Was there a transposition or data entry error?
    - Search VEND - is there a different record set up that is correct?
    - If a new TIN is referred to, was the income be transferred?
    - Contact vendor for correct information.
  - IF the COMMENTS field indicates record should be on HOLD, but it isn't – provide report page to OSC for VEND correction.

### PAYMENT INFO

- JV Adjustments to Income
  - Are there two JVs with positive and negative amounts that cancel out the income? Are they for P-Card payments? Was the JV income adjustment intentional and did it achieve the desired result?
- Look for Inconsistent Income Types
  - For example, all income type 7, except one rent (type 1).
- Do Monthly rent payments show one month missing in the middle of the year?
  - Sometimes this is an error due to clearing an accrued payable by using a BS account instead of the object code.
- Do 1099 Name and address fields have only asterisks?
  - All \*\*\*\*\* means there is no master vendor set up.
- Are there identical amounts on PV and JV entries?
  - It may mean there was a payment on a warrant or EFT that was also paid on a P Card. (The JV – looking for returned EFT repaid on PV)
- Look for misspelled city names
  - Examples – Westminster, Pueblo
- Verify Payment Card Reportable Income Added

T9903

This report lists all JV JA CX and PV payments to reportable object codes that are not in 1099 totals.