

**Overview**: For calendar (tax) year 1099 reporting, agencies have the ability to enter 1099 reportable transactions occurring outside of R\*STARS into the 1099 sub-system via on-line entry. Presented below are the requirements for on-line entry. To enter 1099 specific transactions, the agency must receive R\*STARS security for user class '75'. Contact your agency R\*STARS security officer for the required form and further instructions.

## Procedure:

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1. Log on the R*STARS using user class '75'
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## 2. Go to 'Batch Header Entry' screen 500

Agencies have the ability to enter transactions via the 500 screen in edit mode '2' with a batch type of '4'. The batch type is critical for determining whether the transaction is selected for 1099 reporting purposes. Enter Batch Agency, Batch Date, Batch Type, Batch Number information and press F10 to save:

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4. Enter at a minimum Doc Date, Eff Date, Cur Doc, Agency, Trans Code, AY, Comp Obj, Amount, Doc Amt, Vend, Vend MC, Fund data elements.

The data elements must meet the following criteria:

<u>Effective Date</u>: The effective date must be in the tax year for the 1099 reporting. For instance, if an agency decides to submit a batch in January 3, 2024 for calendar year 2023 reporting, then the Effective Date of the transactions must be 12-31-23 or earlier. If the Effective Date is mistakenly defaulted as January 2024, the transactions will be reportable for *calendar year 2024 1099 processing, instead of calendar year 2023*. In addition, the **month must still be open** for processing, i.e. December. Contact John Hadjipanteli at 410-260-7812, if you have questions. <u>ihadjipanteli@marylandtaxes.gov</u>

<u>Current Document Number and Suffix</u>: The current document must be entered and begin with the **document type of 'TZ'**. This is the only valid document type accepted by the Z99 transaction code. The six characters following the document type can be used to uniquely identify each transaction. These documents are not tracked; therefore, an agency can choose to use the same document number for all of its transactions.

<u>*Transaction Code*</u>: The TCODE must be 'Z99'. This transaction code identifies the transaction as a 1099 reportable payment made outside of R\*STARS.

**<u>AY</u>**: The Appropriation Year must be entered along with the Comptroller Object designated for 1099 entry.

<u>Comptroller Object</u>: The Comptroller object is used to determine the form type and box number for 1099 reporting. Special objects have been designated for 1099 entry use only. Each object is associated with a specific form type and box number. See Attachment 1099 Object code crosswalk, .D10 screen. or <a href="http://comptroller.marylandtaxes.com/Government\_Services/State\_Accounting\_Information/Accounting\_Procedures/Accounting\_Procedures\_Manual.shtml">http://comptroller.marylandtaxes.com/Government\_Services/State\_Accounting\_Information/Accounting\_Procedures\_Manual.shtml</a>

*Vendor Number and Mail Code:* The vendor number and mail code must be entered and be active in the 51/52 Vendor Profile screens. Those agencies which need to add vendors can enter the vendors on-line into the 52/51 Vendor Profiles.

*Fund:* The fund must be 0096. This is the only fund allowed for 1099 entry.

The agency has the option to complete other financial information for internal tracking and information purposes. Any financial information entered must be valid R\*STARS data or it will be rejected by the R\*STARS edit process.

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F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT		
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Example:

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## 5. After entering data press F10 to save the transaction:

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6. After entering and saving all 1099 transactions balance the batch by pressing F6:

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7. Release the batch by pressing F6 again:

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F9-INTERRUPT F10-HOLD F	1-HEADER ENTRY	F12-HEADERS	CLEAR-EXIT
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8. The 1099 batch has now been entered and posted into R\*STARS and can be viewed on the 530 screen with a status of 'P' posted.

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