



PRINTING FINANCE (FINX) 1099 FORMS WITH MAG-FILER®

Character-Based Version

PURPOSE: Use MAG-FILER® to print form 1099 to laser forms utilizing IRS specifications. The instructions that follow provide detailed directions on how to download and import your 1099 information, review your data, and print your 1099s to a laser printer. You may also print a copy for your records, if desired, either on 1099 forms or plain laser paper.



The MAG-FILER® application is only used to print your forms via laser printer. Any electronic files you prepare for the IRS should continue to be processed in CMI's FinX application as they have always been.

1099 Checklist

- ❑ Step 1: Load MAG-FILER® on a PC and Create Payer(s).
- ❑ Step 2: Proof/correct 1099s by using CMI's FinX software.
- ❑ Step 3: Download 1099 info from CMI's FinX software to MAG-FILER®.
- ❑ Step 4: Import 1099 info into MAG-FILER®.
- ❑ Step 5: Verify imported 1099 data using reports generated with MAG-FILER®.
- ❑ Step 6: Print 1099s from MAG-FILER® software.

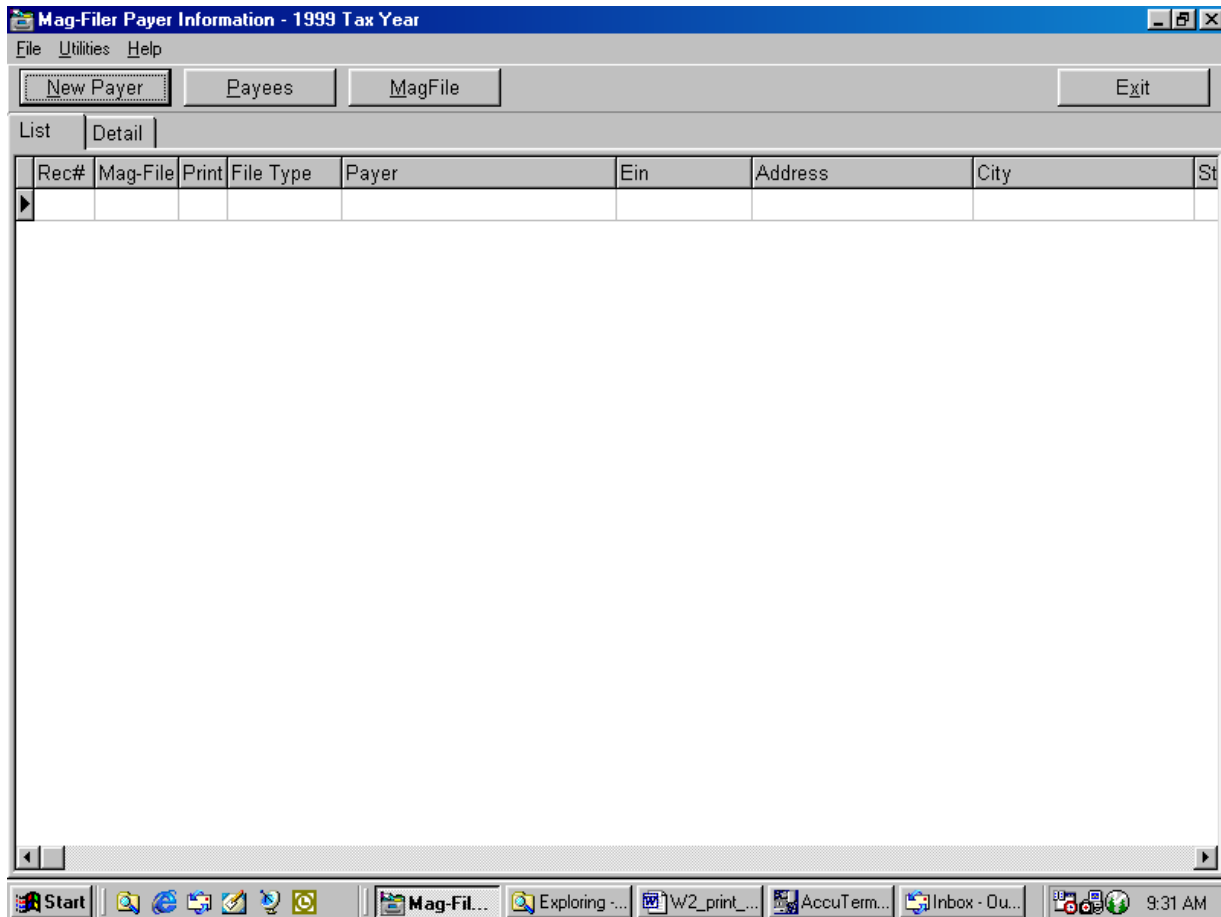


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STEP 1:

Load the MAG-FILER® software on a PC. When complete, open the application and a window similar to the following will display:



If this is your first time entering the MAG-FILER® application for this reporting year, select the **New Payer** button to enter the necessary information about your agency.



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A window similar to the following will be displayed:



*A **Payer** record must be completed for each type of form you wish to print-W2, 1099-MISC, 1099-S, etc. All users will create at least one Payer. Users with more than one type of 1099 need to create additional Payers in order to import and print the information for each 1099 type separately.*

SCREEN NOTES:

State Enter the two-character abbreviation for your state.

Zip A five or nine digit zip code may be entered.

Fed EIN# Enter your agency's Employer Identification Number. This number is assigned by the IRS.



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EIN# Check this box if you have entered an EIN# in the **Fed EIN#** field so the format will change to ##-#####. If you leave this field blank, it will be assumed that a Social Security Number was entered in the **Fed EIN#**.

Phone # This field is not required for 1099 reporting.

1099 Only

Name Control This is a four-character code that can be found on the mailing label with the 1099 package that is normally sent to payers each December. *If you do not know the code, leave this field blank.*

Foreign Corp *Leave this check box blank.*

Transfer Agent *Leave this check box blank.*

Combined Fed/State *Leave this check box blank.*

1098T method change *Leave this check box blank.*

1042S Only

Leave all fields in this section blank.


W2 Only

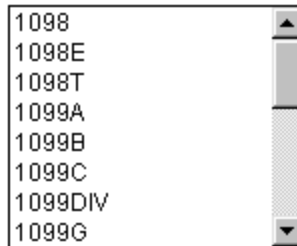
Other EIN#, 3rd Party Withholding, Employment Type, Establishment # *Leave these fields blank for 1099s.*



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Transmission Information

Filing Type Click the  to view the acceptable entries for this field:

A screenshot of a dropdown menu with a list of filing types: 1098, 1098E, 1098T, 1099A, 1099B, 1099C, 1099DIV, and 1099G. The list is contained within a rectangular box with a vertical scrollbar on the right side.

Scroll down and select **1099MISC**.



*If you produce 1099s other than 1099MISC, you must create a separate **Payer** record for each type of 1099 to be printed. For each payer, select the appropriate 1099 filing type.*

To enter your state filing numbers, click . Key in your two-character state abbreviation(s) and your state identification number(s). Click **Save/Close** when you are done.

Batch Print This field should be checked.

Mag File *This field is left blank since you will be submitting your electronic media using CMI's FinX application, not MAG-FILER®.*

When you have completed the **Payer** information for the 1099s, click **Save** in the **Controls** area of the window to save your input.



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Click the **List** tab to view the list of current **Payer** records. A sample is shown below:

The screenshot shows a window titled "Mag-Filer Payer Information - 1999 Tax Year". The window has a menu bar with "File", "Utilities", and "Help". Below the menu bar are three buttons: "New Payer", "Payees", and "MagFile", and an "Exit" button on the right. The main area has two tabs: "List" (selected) and "Detail". Below the tabs is a table with the following data:

Rec#	Mag-File	Print	File Type	Payer	Ein	Address	City
2	No	Yes	1099C	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD
4	No	Yes	1099G	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD
5	No	Yes	1099MISC	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD
1	No	Yes	W2	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD

The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 1:16 PM.



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STEP 2:

Print the 1099 BACKUP PROOF LISTING (Menu 2-7-22) to proof your entries. Enter any 1099 corrections or additions in MANUAL 1099 DATA (Menu 2-7-21).

STEP 3:

After you have proofed the 1099 records in the FinX application, run 1099 MAG MEDIA (Menu 2-7-24) and select **MAG-FILER Mag-filer Laser Program** in your CMI Finance system to create the file to be imported into MAG-FILER®. You will be prompted:

1099 Mag-filer
Continue Y/N? :

Enter **<Y>** to continue, or enter **<N>** to return to the menu.

You will then be prompted:

Enter reporting year (YYYY)

Enter the tax year to be reported.

Extra prompt for clients printing multiple types of 1099s

After the tax year has been entered, you will be prompted for the type of 1099 to be exported to MAG-FILER® for printing.



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The following list will be presented for your selection:

Reporting code selection	
1	Rents
2	Royalties
3	Other Income
4	Federal Income Tax withheld
5	Fishing boat proceeds
6	Medical & health care payments
7	Nonemployee compensation
8	Substitute pay in lieu of divi
9	Payer made direct sales of \$5,
10	Crop Insurance Proceeds
H	Medical & health care payments
M	Miscellaneous
N	None
R	Rents
S	Real Estate Proceeds (1099-S)

Enter type(s) to report (N,N..)

Enter the type or types of 1099s that you wish exported to MAG-FILER® for forms printing. Enter the codes separated by a comma (i.e., <M,R>). After entering the desired payment types, you will be prompted to verify that the information is correct by entering the Control code. It may take a few minutes to create the list.



*Payments that require different 1099 forms will be created in separate files and must be exported into MAG-FILER® to separate **Payer** records. We recommend that you process one type of 1099 form completely through the printing process before you begin importing data for the next 1099 form print.*



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(Standard instructions continued)

When the list has been created, you will then be prompted:

(W)integrate or (A)ccuterm ('E' to end):

You will then be prompted:

Download Mag-filer application file Continue (Y/N)?

Enter **<Y>** to continue or **<N>** to end.

The file will automatically be written to the C: drive of the PC.

When the download is complete, a screen similar to the following will be displayed:

```
Files created for Magfiler

File: C:\1099M.DAT CREATED FOR MAGFILER 1099-MISC
```

Press **<ENTER>** to return to the menu.

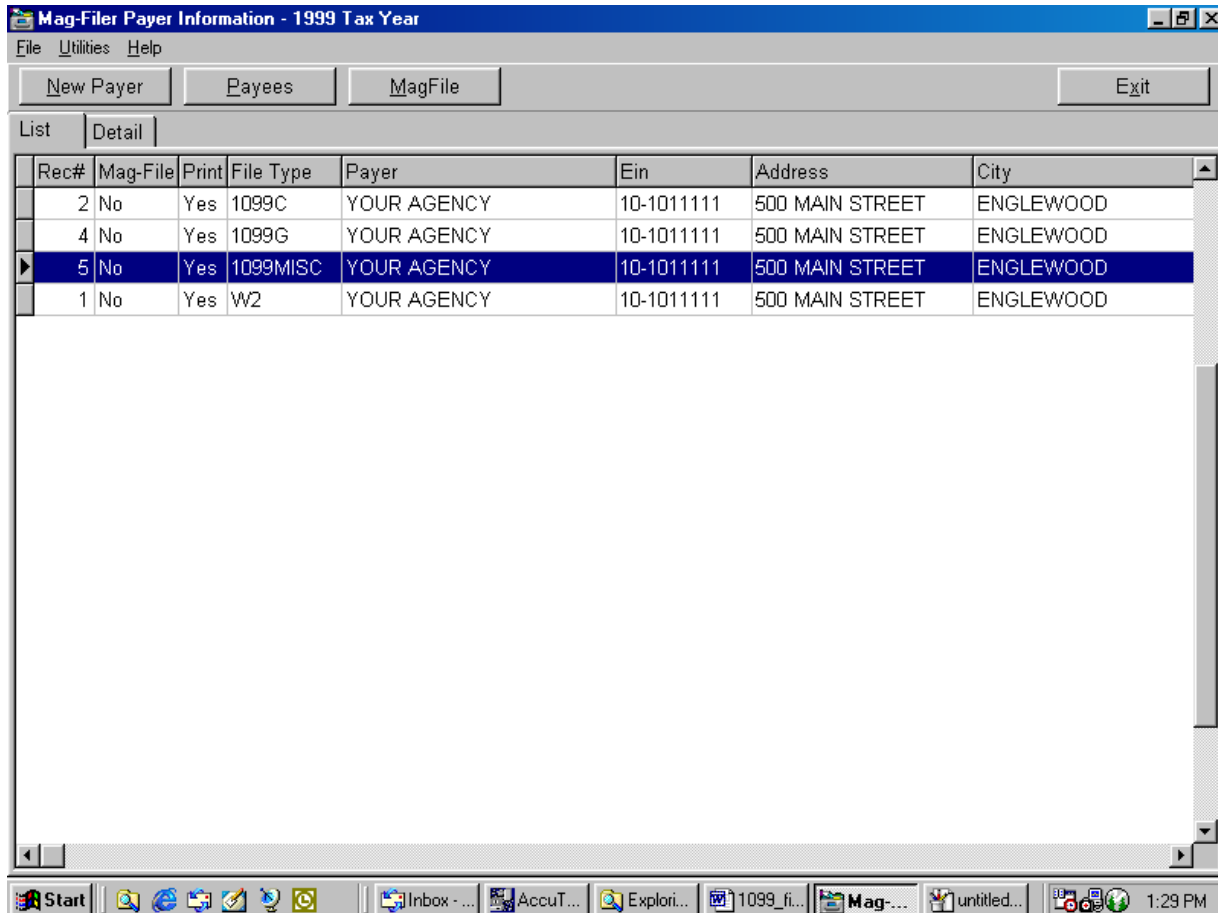


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STEP 4:

Open MAG-FILER®. A window similar to the following will be displayed:



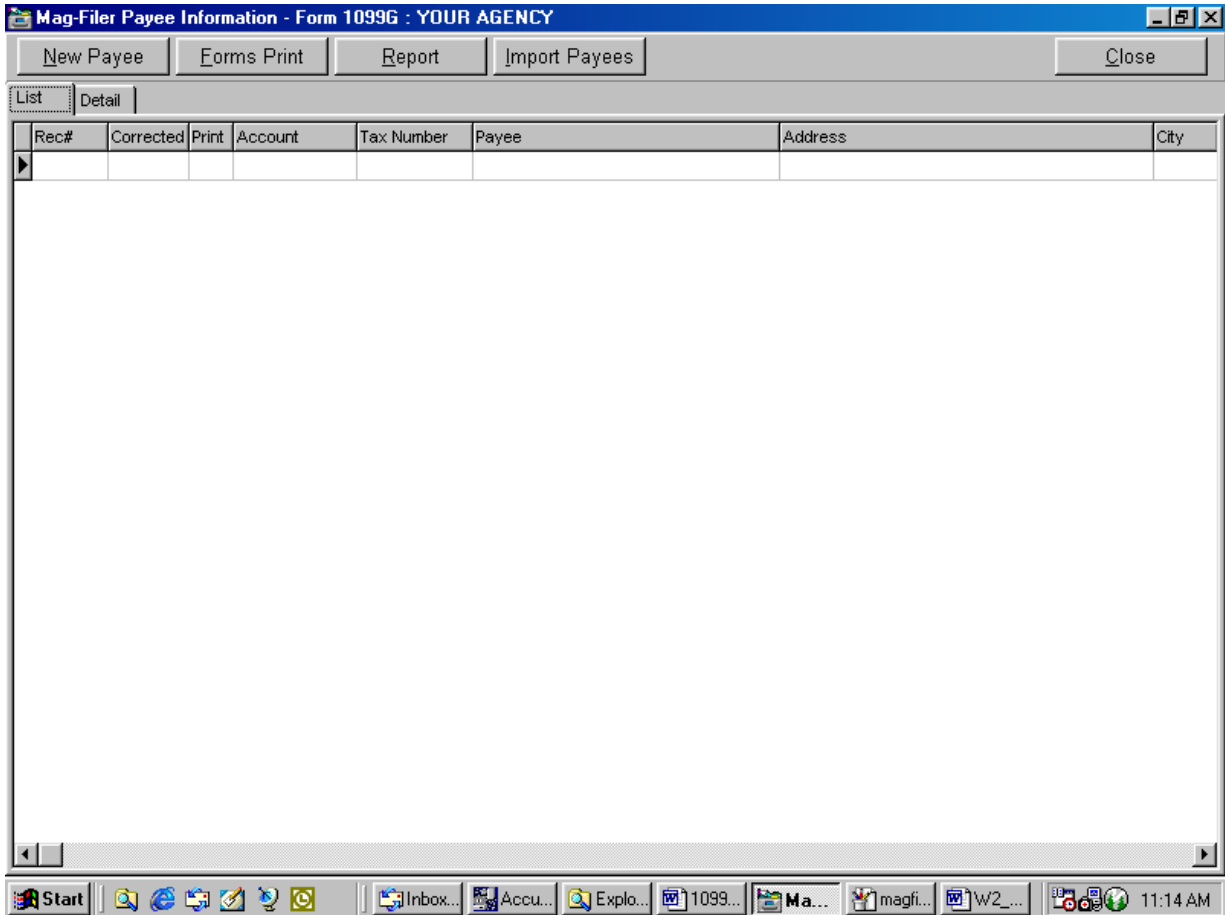
Highlight the **Payer** line for 1099MISC (or the type of 1099 form that you wish to print). Click the **Detail** tab and verify that all **Payer** information is correct.



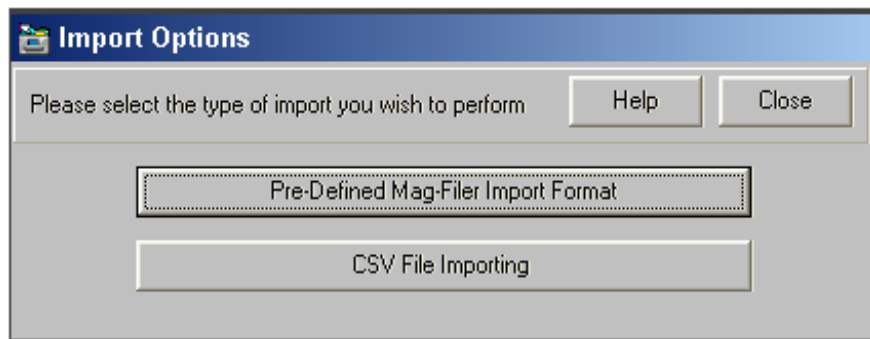
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Select the **Payees** button to begin the import of the 1099 data. A window similar to the following will be displayed:



Click the **Import Payees** button. The application will first display an Import confirmation message:

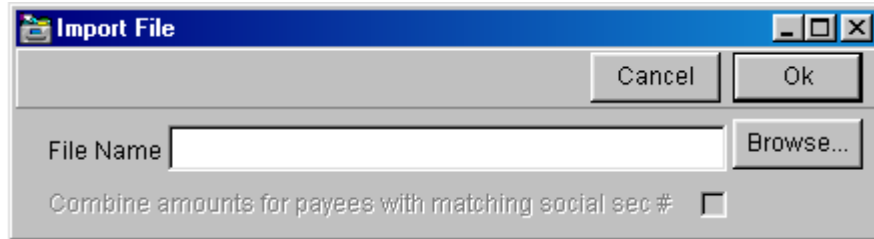




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Select Pre-Defined Mag-File Import Format to continue:

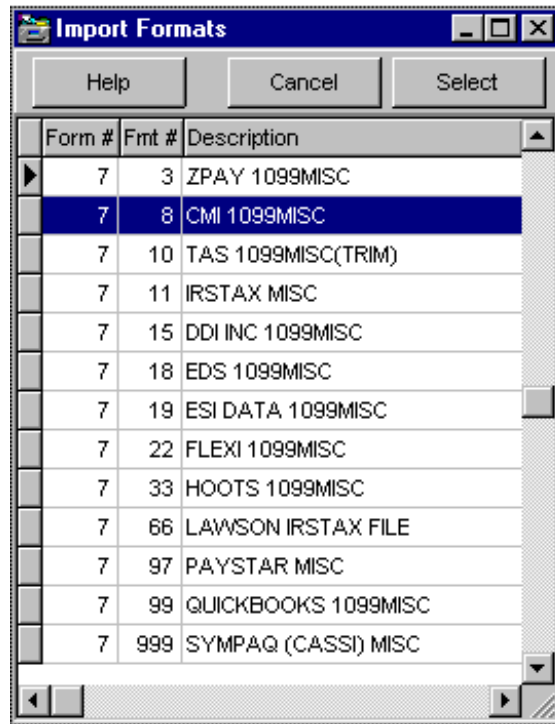


Type in the location and file name (for example, enter C:\1099M.DAT if you are producing 1099 Misc.) and click **Ok**.



Click **Combine amounts for payee with matching social sec#** if you wish to have a single 1099 produced for multiple 1099 records with the same Social Security number.

The Import Formats selection will open:





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Highlight **CMI 1099MISC** and click the **Select** button. The file will now be imported.



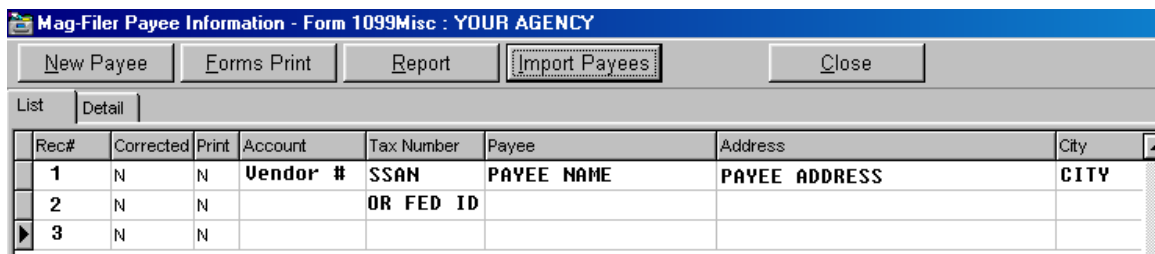
If you are printing forms other than the 1099MISC, select the import format that contains the words CMI and the form number you wish to print.

When the import is complete, the following window will display:



Click  to continue.

A window similar to the following will be displayed:



Rec#	Corrected	Print	Account	Tax Number	Payee	Address	City
1	N	N	Vendor #	SSAN	PAYEE NAME	PAYEE ADDRESS	CITY
2	N	N		OR FED ID			
3	N	N					

This is the list of **Payees** created from the imported file. To view the detail of a record, double-click the record or highlight the record and select the **Detail** tab.



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A window similar to the following will be displayed:

State	Tax withheld	Income	State	Tax withheld	Income

Special 2nd TIN Notice Select Print Corrected Return

You may make corrections to the information to be printed on the individual's 1099s in this window.

 **WARNING!!!** Changes made in MAG-FILER® will not be reflected in your CMI Finance system and will not appear on any electronic files created from within the CMI FinX application.

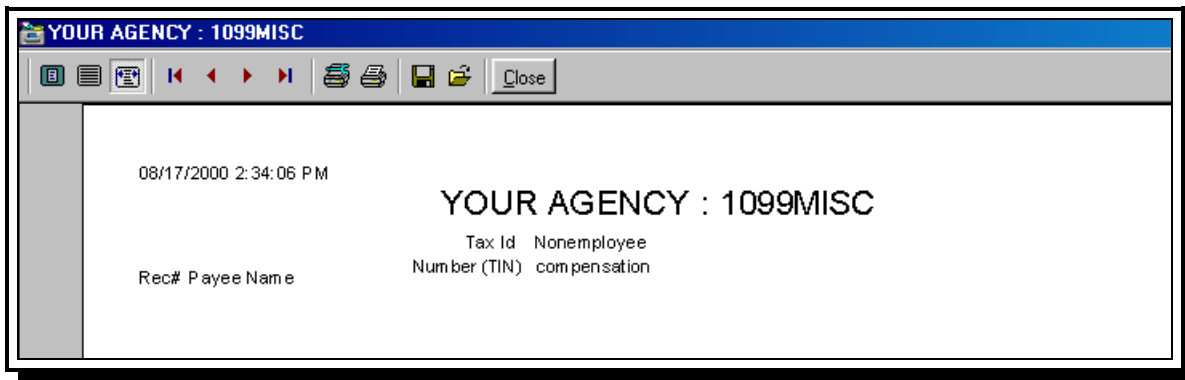


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To include or exclude columns from the report, click in the **Report** column for each item (to include or exclude it on the report) and then click the **Run Report** button.

A report similar to the following will be displayed:



Use the icons at the top of the window to print or save this report.

STEP 6:

To print the 1099 forms, click the **Forms Print** button, and a window similar to the following will be displayed:



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Which Copy Select the 1099 format that you wish to print.

Send To Select Screen initially to insure that your 1099s are printing in the format you desire. After reviewing the 1099s on the screen and insuring that they are correct, select Printer.

What to Print Select either single Payee for an individual 1099 or All Payees for 1099s.

Click the **Print** button in order to print the 1099s.

You may print the 1099s as many times as needed to either the Screen or the Printer. Additionally, you may print a copy of the 1099s to plain laser paper (or forms, if you have sufficient supply) for your records.




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*Make sure that you are assigned to the desired laser printer. If you are not assigned to the proper printer, click **Cancel**, select **Report**, select **Run Report**, then*

*select the  (Printer Setup) icon at the top of the window to change the printer assignment. When you return the **Form Print**, you will be assigned to the new printer.*