

PURPOSE: Use MAG-FILER® to print 1099 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 on plain laser paper.



The MAG-FILER® application is only used to print your 1099s on a laser printer. The download files you prepare for the IRS, state, and/ or municipalities should continue to be processed in CMI's FinX application as they have always been.



WARNING!!!

You may be asked if you would like to activate MAG-FILER security. CMI recommends that you do not check this option. However, if you would like the security activated, please contact the CMI Support Center for assistance in the set up.

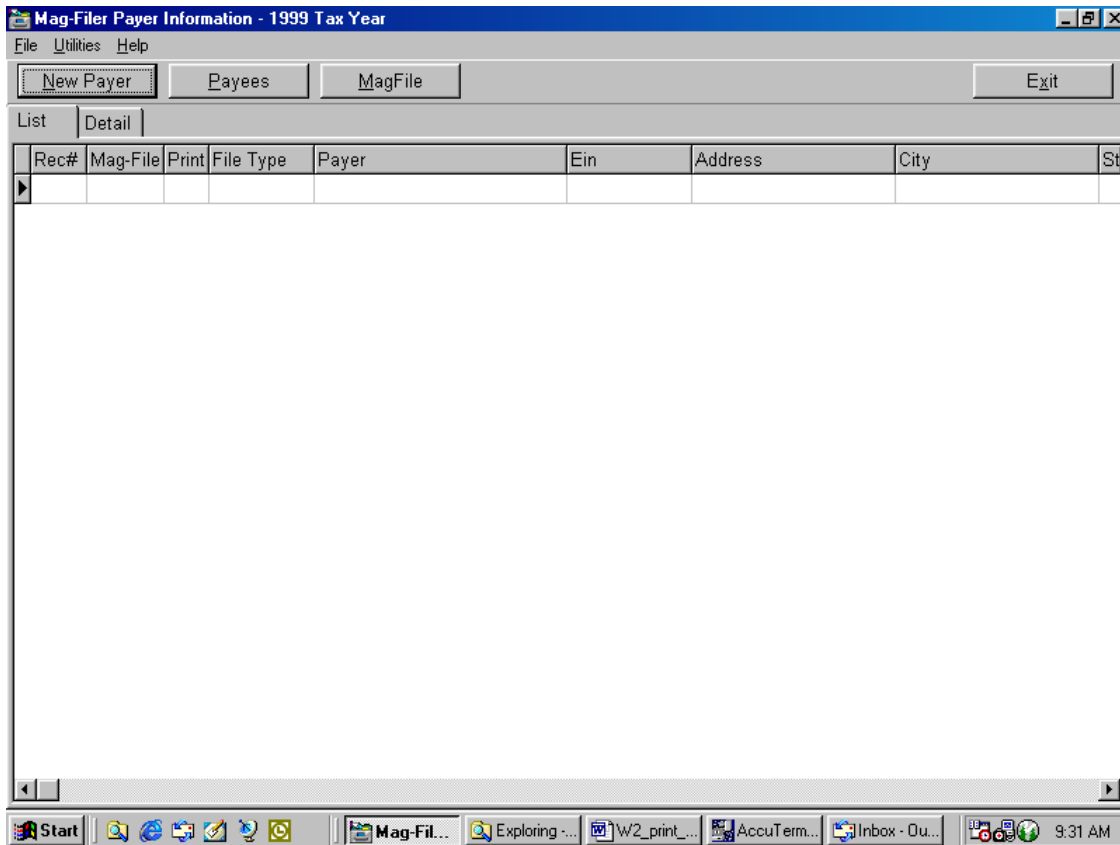
If the security option is checked, users and administrators will NOT be able to open the MAG-FILER database with Microsoft Access® to research payers and payee information or to run other reports.

1099 Checklist

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

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.

A window similar to the following will be displayed:

Mag-File Payer Information - 2011 Tax Year

File Utilities Help

New Payer Payees MagFile Help Exit

List Detail

Payer Information

Name []

Address []

City [] State [] Zip []

Fed EIN# [] EIN# (else SSN#) Ref # []

Contact

Name [] Title [] Phone # () - []

E-mail [] Fax # () - []

Transmission Information

Filing Type [] State Filing Numbers Mag File Batch Print

Form specific payer details section...

Mag-File - (866) 440-5471 x2 The Secure Choice http://MagFile.SpokaneComputer.com



*A **Payer** record must be completed for each type of form you wish to print. (i.e. 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.

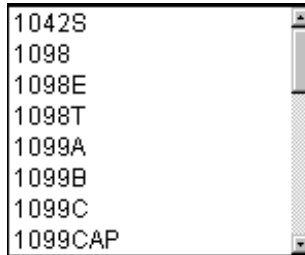
EIN# Check Box *The default setting is checked.* Deselect this check box only if you entered a Social Security number in the **Fed EIN#** field to change the format to ###.##.####.

Ref # This field is user-defined and optional.

Contact block None of these fields are required for 1099 print.

Transmission Information

Filing Type Click the drop-down arrow to view the acceptable entries for this field:



1042S
1098
1098E
1098T
1099A
1099B
1099C
1099CAP

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.*

State Filing Numbers State filing numbers are not required for 1099 print.

Mag File Check Box Deselect this field since you will be submitting your magnetic media using your CMI FinX application, not MAG-FILER®.

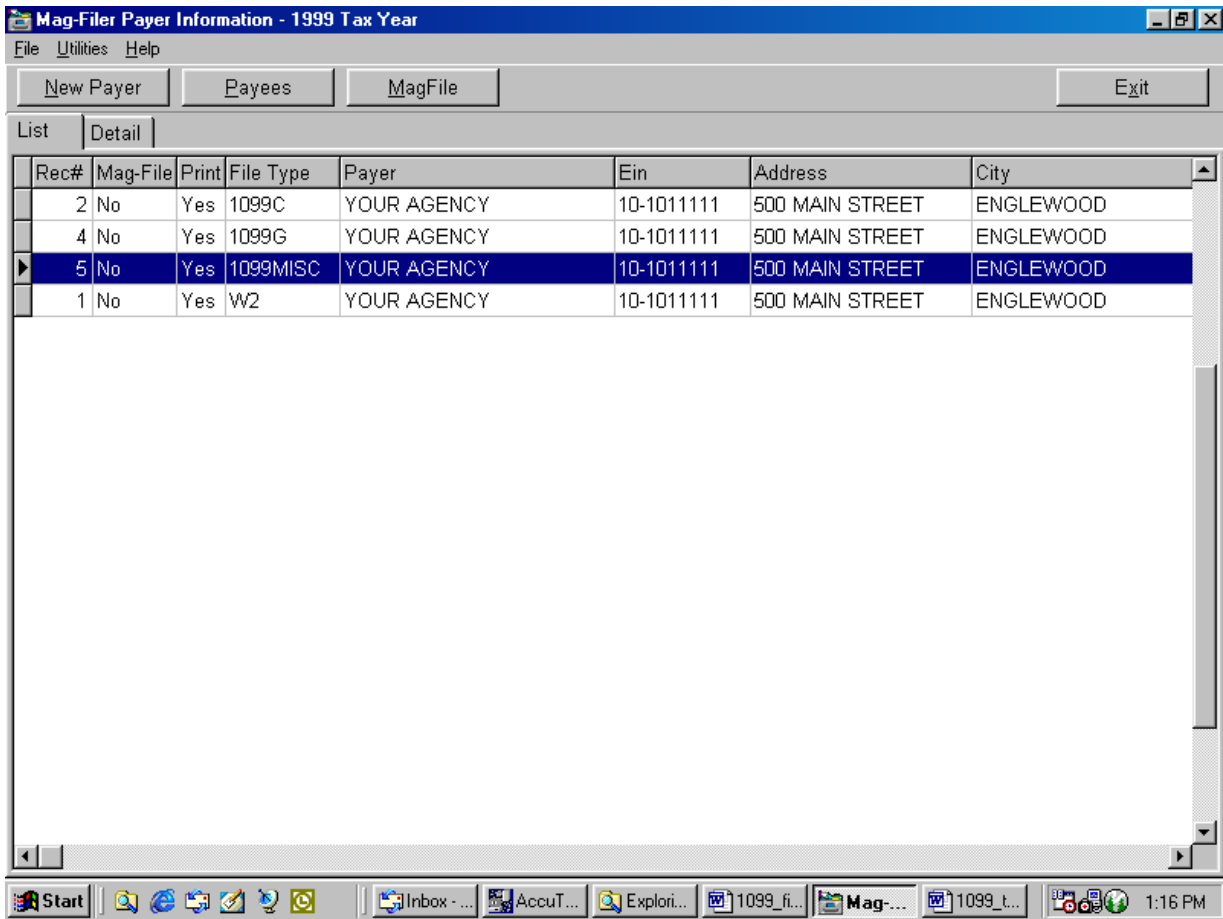
Batch Print Check Box This field must be checked.

1099 Only

None of these fields are required for 1099 print.

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

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



STEP 2:

Run PROCESS 1099 RECORDS (ACCOUNTS PAYABLE, END-OF-MONTH PROCESSING) for this year if you have not already done so. Then print the 1099 BACKUP PROOF (ACCOUNTS PAYABLE, END-OF-MONTH PROCESSING) to proof your entries. Within the FinX application, enter any 1099 corrections or additions in MANUAL 1099 DATA (ACCOUNTS PAYABLE, END-OF-MONTH PROCESSING).

STEP 3:

After you have proofed the 1099 records in the FinX application, run 1099 MAG MEDIA (ACCOUNTS PAYABLE, END-OF-MONTH PROCESSING) and select **DOWNLOAD FOR MAGFILER PRINTING** in the **Media Type** field to create the file to be imported into MAG-FILER®.

Codes	Descriptions	Include
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Complete the **Tax Year** field and leave the **Resubmission** check box unselected.

For clients printing multiple types of 1099s

If you process multiple 1099 types, the lower portion of the screen will display all available 1099 types. Select the **Include** check box in the column for ALL the 1099 types to be included in the file. **Use the scroll bar to view all of the 1099 types before proceeding.**



*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.*

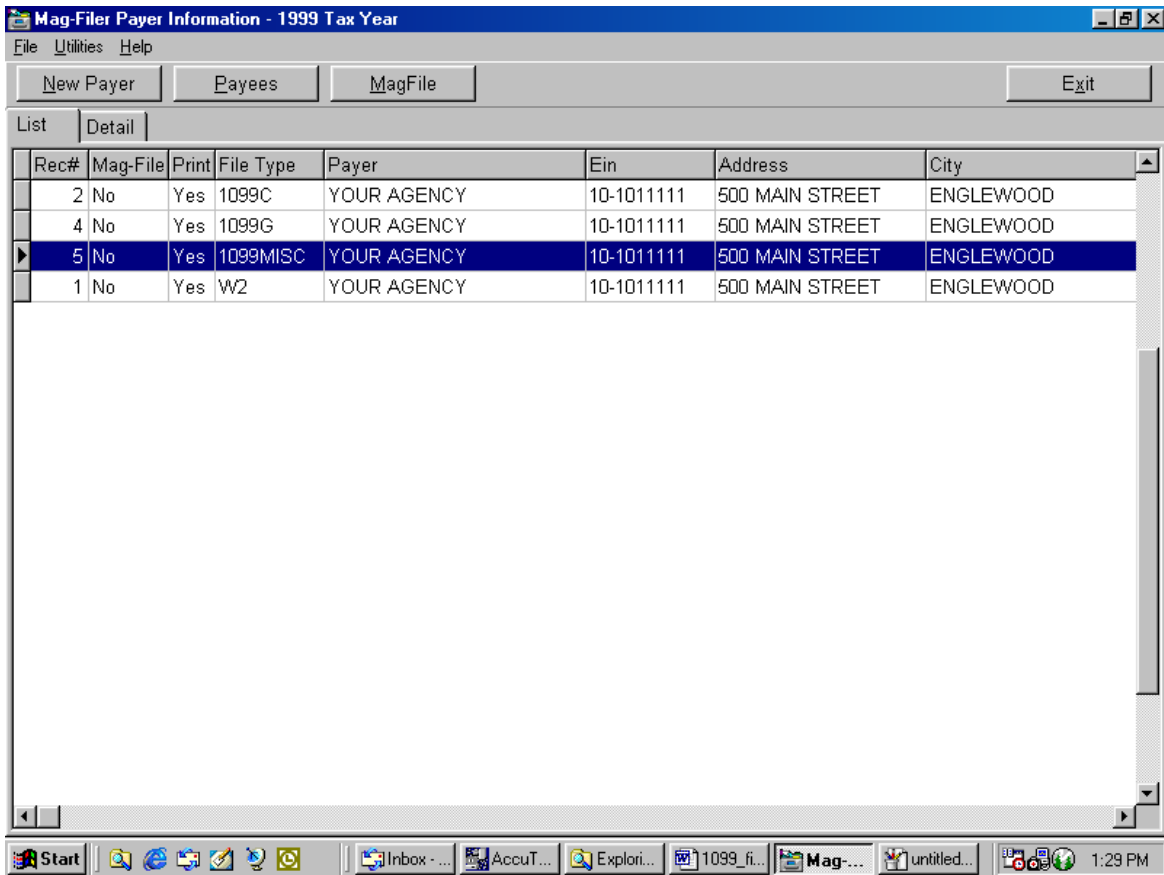
After verifying the information on the screen is correct, enter the Authorization code and click the **OK** button to continue. A message similar to the following will be displayed:



A report summarizing the data in the file can be displayed on the screen or a hard copy can be printed.

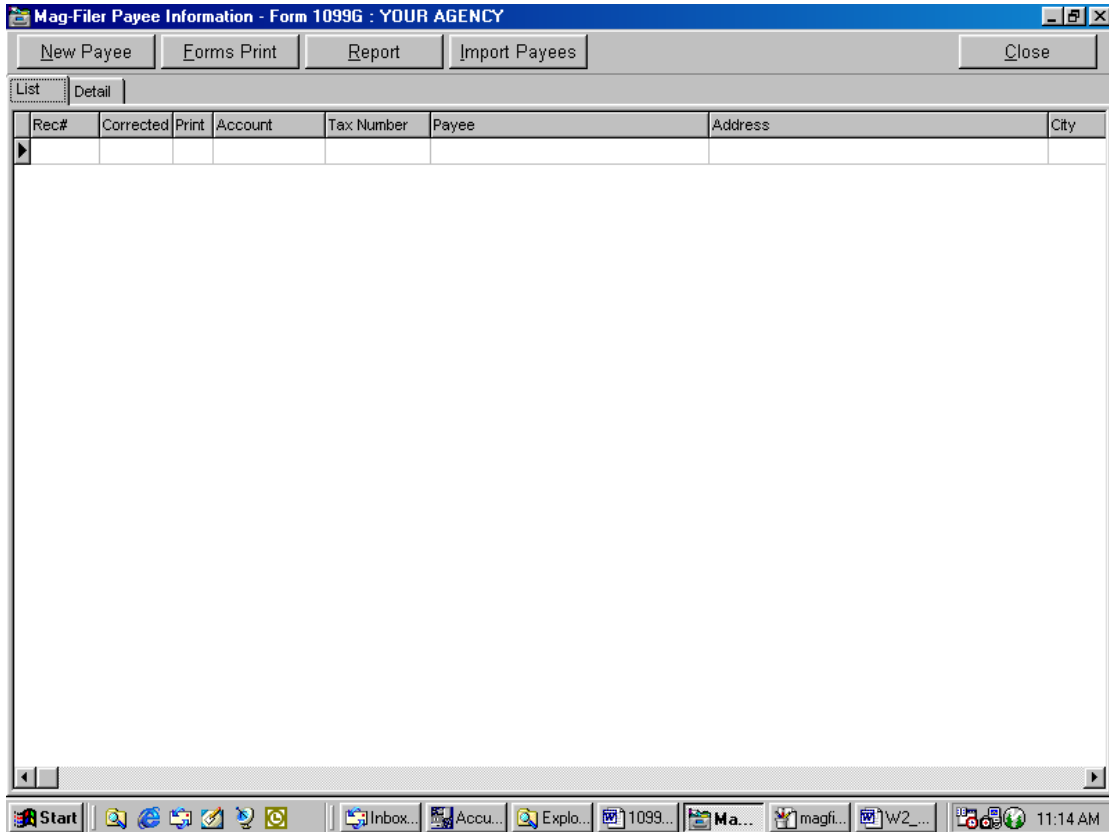
STEP 4:

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

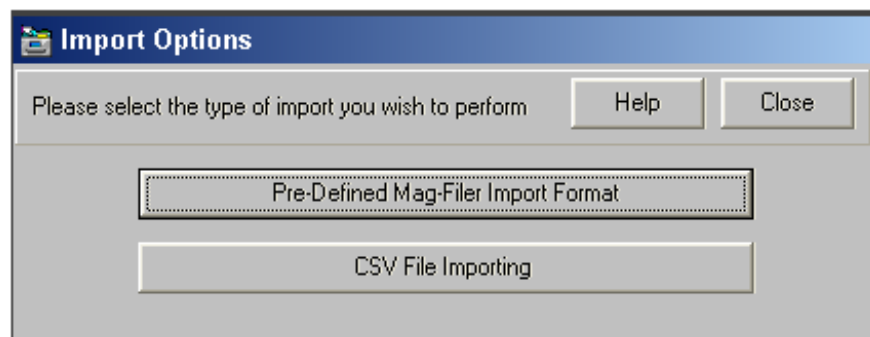


Highlight the **Payer** line for 1099MISC (or the type of 1099 form that you wish to print). Click the **Detail** tab and verify that all **Payer** information is correct.

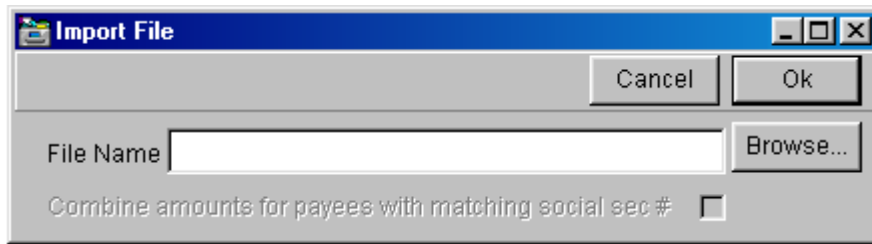
Select the **Payees** button to begin the import of the 1099 data. A window similar to the following will be displayed:



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



Click the **Pre-Defined Mag-File Import Format** button to continue.

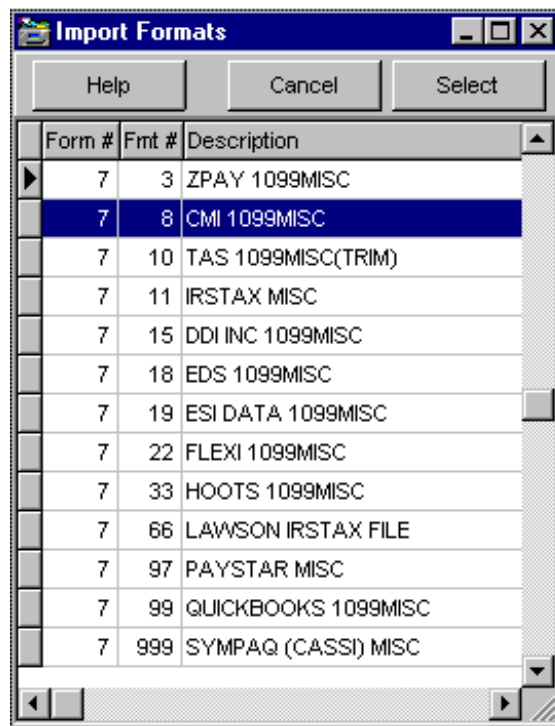


Type in the location and file name, (For example, if you are producing 1099Misc, the path would be \\[server]\finx\data\1099M.DAT) and click the **OK** button.



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 screen will open.

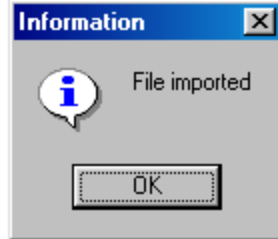


Highlight **CMI 1099MISC** and click the **Select** button. The file will now be imported.



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 the **OK** button 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.

A window similar to the following will be displayed:

Corrections can be made to the information to be printed on the individual's 1099s on 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.



*If you are printing a corrected 1099 for this payee, click the **Corrected Return** box.*

*Click the **2nd TIN Notice** box, if you have been notified twice by the IRS within three calendar years that the payee provided an incorrect tax payer identification number (TIN).*

STEP 6:

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

The screenshot shows the 'Print Format' dialog box with the following settings:

- Which Copy:** 1096 (selected)
- Send To:** Screen (selected)
- What to Print:** All Payees (selected)
- Sorted by:** Payee Name
- Restart at:** (empty text box)
- Print Control:** Pre-Printed Forms (unchecked)
- Margin Control:** Top Margin: 0, 2nd Form Adv: 0, 3rd Form Adv: 0, Left Margin: 0

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 that 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 all 1099s.

Click the **Print** button 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.



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

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