

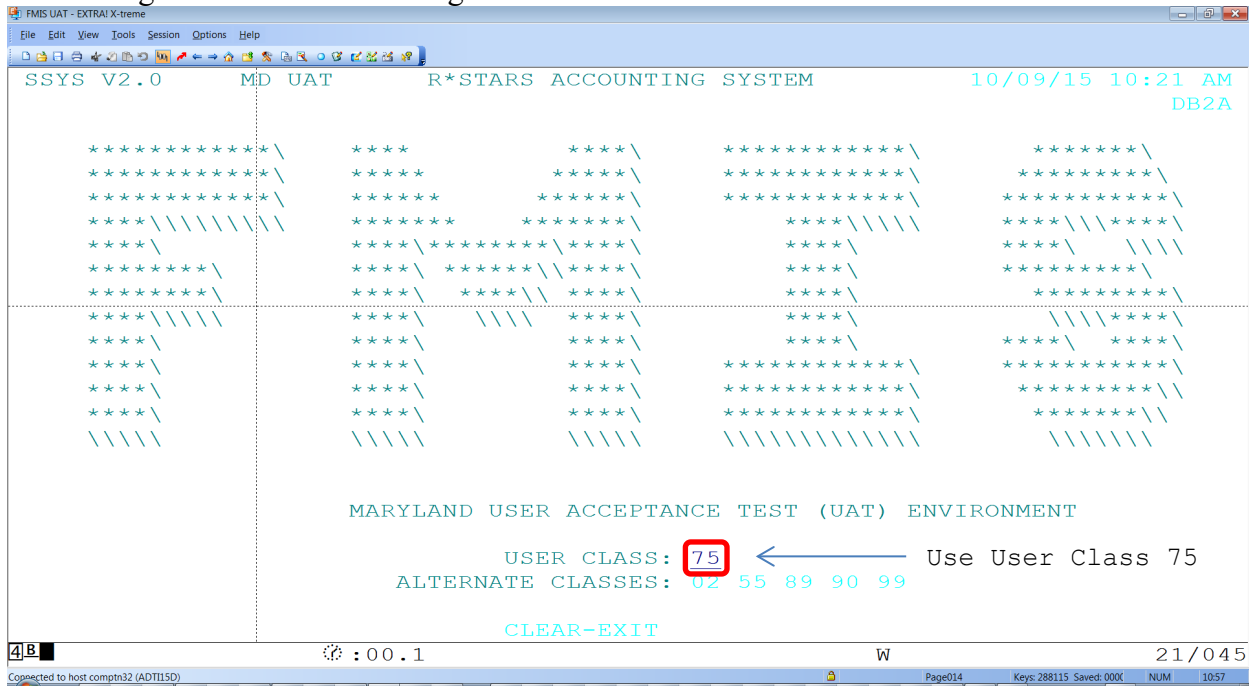


STATE OF MARYLAND
1099 MANUAL ENTRY PROCESS
CALENDAR YEAR 2023
ATTACHMENT 2

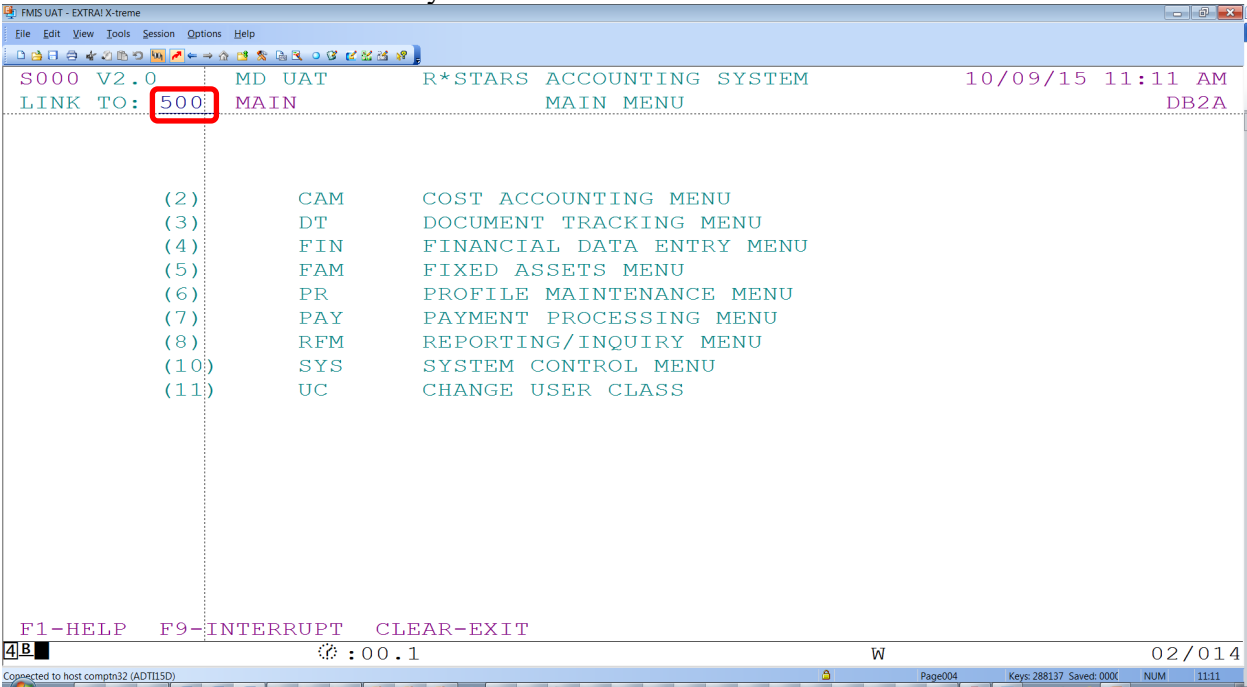
Overview: For calendar (tax) year 1099 reporting, agencies have the ability to enter 1099 reportable transactions occurring outside of R*STARS into the 1099 sub-system via on-line entry. Presented below are the requirements for on-line entry. To enter 1099 specific transactions, the agency must receive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

Procedure:

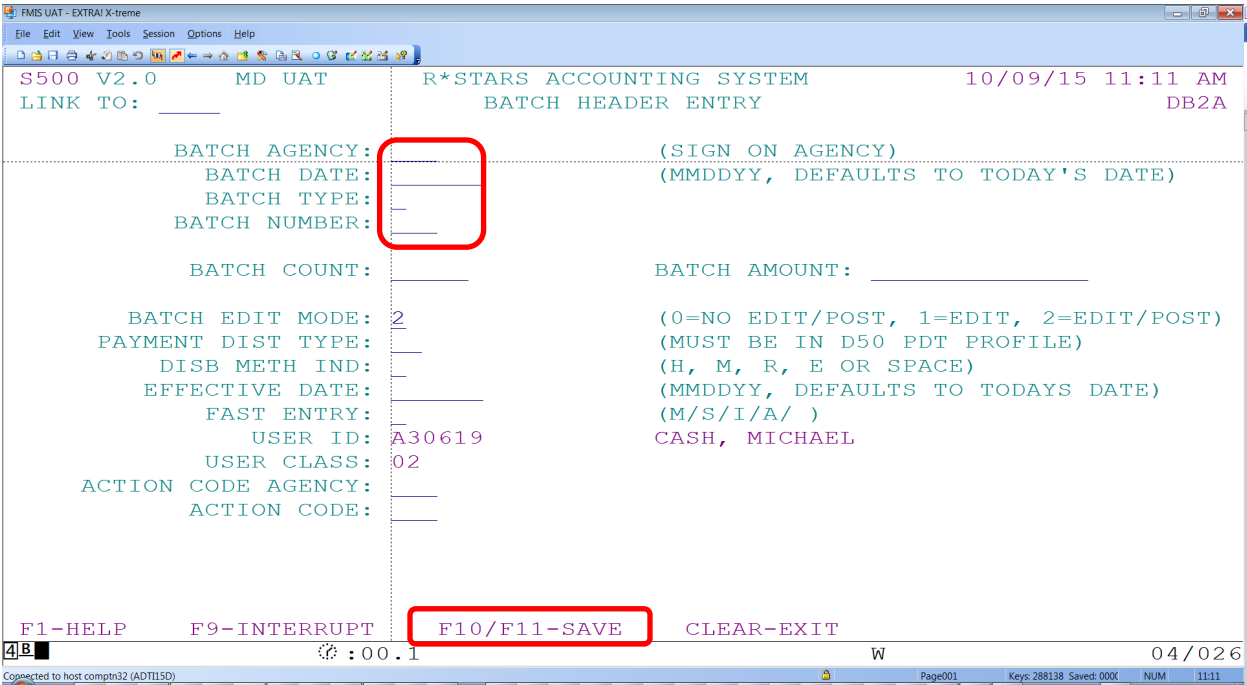
1. Log on the R*STARS using user class '75'



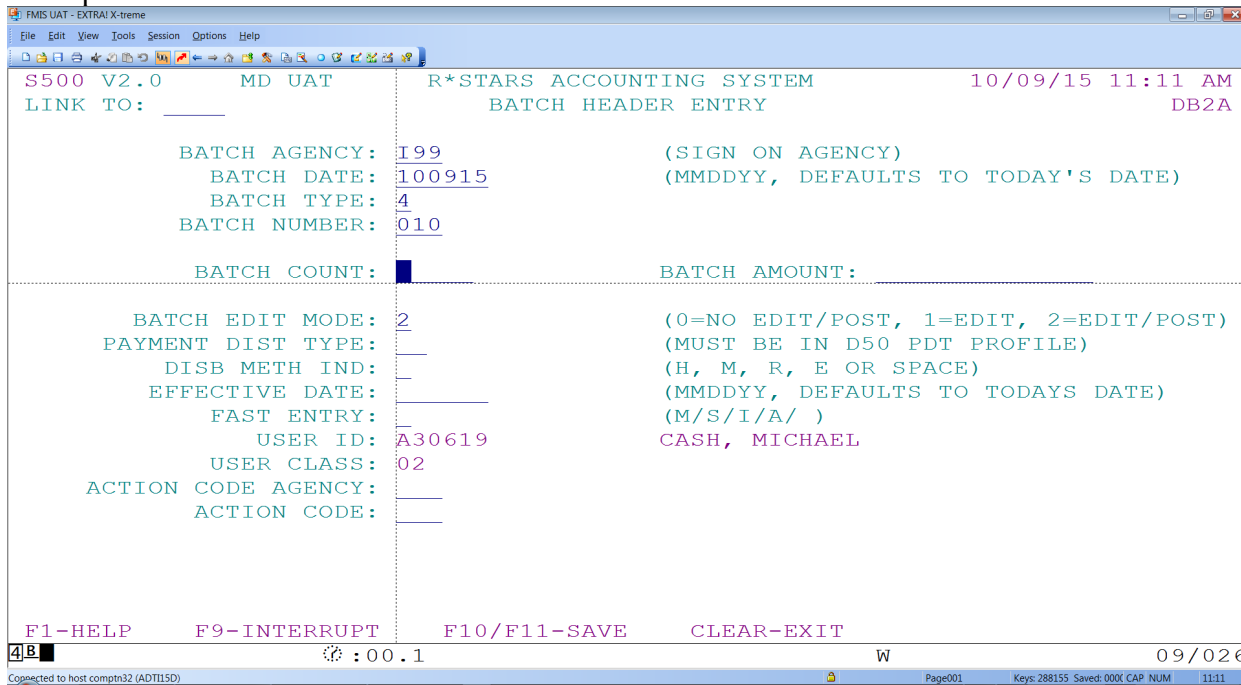
2. Go to 'Batch Header Entry' screen 500



3. 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:



Example:



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:

Effective Date: 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. ihadjipanteli@marylandtaxes.gov

Current Document Number and Suffix: 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.

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

AY: The Appropriation Year must be entered along with the Comptroller Object designated for 1099 entry.

Comptroller Object: 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 http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

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.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. The window title is 'FMS UAT - EXTRA! X-treme'. The main screen shows the following information:

- Header: S505 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 10/09/15 11:11 AM
- LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: DB2A
- BATCH: AGENCY I99 DATE 100915 TYPE 4 NO 010 SEQ NO 00001 MODE EDIT AND POST
- DOC DATE: [red box] EFF DATE: 100915 DUE DATE: SERV DATE:
- CUR DOC/SFX: [red box] REF DOC/SFX: MOD: AGENCY: [red box]
- TRANS CODE: INDEX: PCN: AY: 16
- COMP/AGY OBJ: [red box]
- AMOUNT: [red box] RVS: DISC: 1099: FO: PDT:
- DOC COUNT: DOC AMT: [red box] DOC AGY: I99 CI: PROP #:
- INV NO: DT: DESC:
- VEND/MC: [red box] NM:
- CONT NO: ADDR 1:
- WARR NO: ADDR 2:
- APPN NO: ADDR 3:
- FUND: [red box] ADDR 4:
- GL AC/AGY: CITY: ST: ZIP:
- GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
- MPCD: AGY CD-1: 2: 3: DI: RTI:

At the bottom, there are function key shortcuts: F1-HELP, F3-RTI, F4-EDIT, F6-BALANCING, F7-DETAILS, F9-INTERRUPT, F10-SAVE, F11-SAVE/CLEAR, F12-HEADERS, CLEAR-EXIT.

The status bar at the bottom shows '4B', 'W', '09/021', 'Page005', 'Keys: 288157 Saved: 000 CAP NUM', and '11:12'.

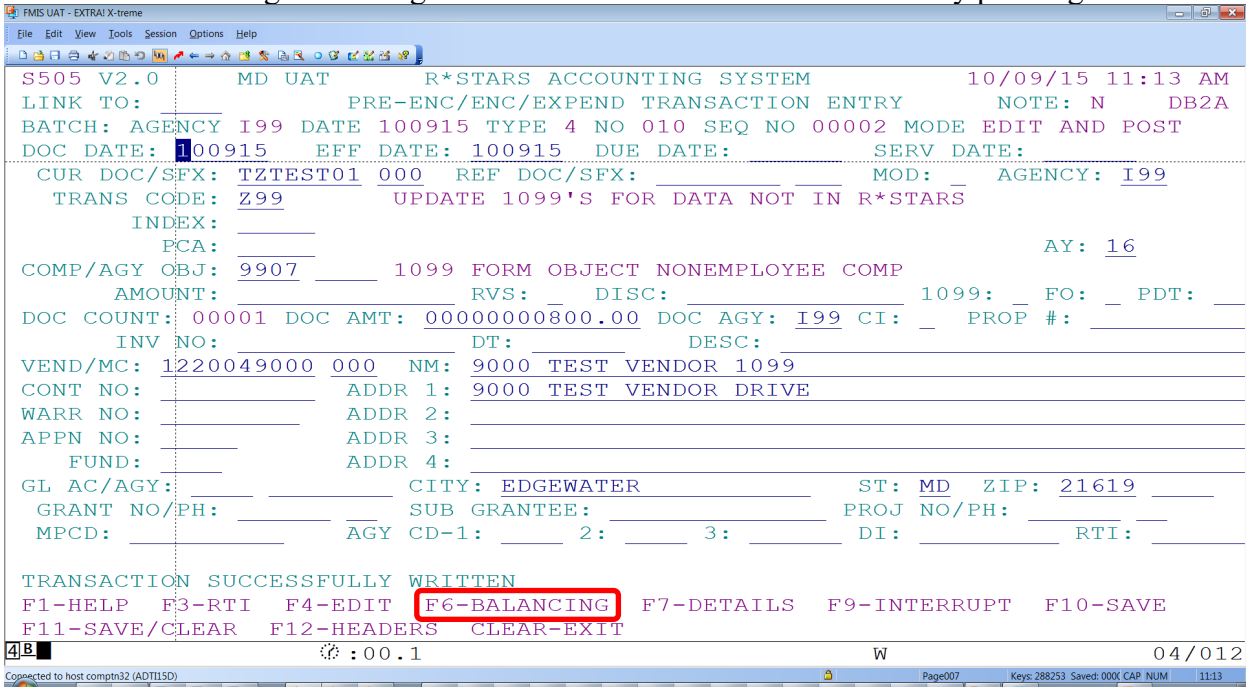
Example:

S505 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 10/09/15 11:11 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: DB2A
BATCH: AGENCY I99 DATE 100915 TYPE 4 NO 010 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 100915 EFF DATE: 100915 DUE DATE: SERV DATE:
CUR DOC/SFX: TZTEST01 000 REF DOC/SFX: MOD: AGENCY: I99
TRANS CODE: Z99
INDEX:
PCA: AY: 16
COMP/AGY OBJ: 9907
AMOUNT: 800.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: DOC AMT: 800.00 DOC AGY: I99 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1220049000 000 NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: 0096 ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: DI: RTI:
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
4B :00.1 W 17/031
Connected to host comptn32 (ADTIISD) Page005 Keys: 288251 Saved: 0000 CAP NUM 11:13

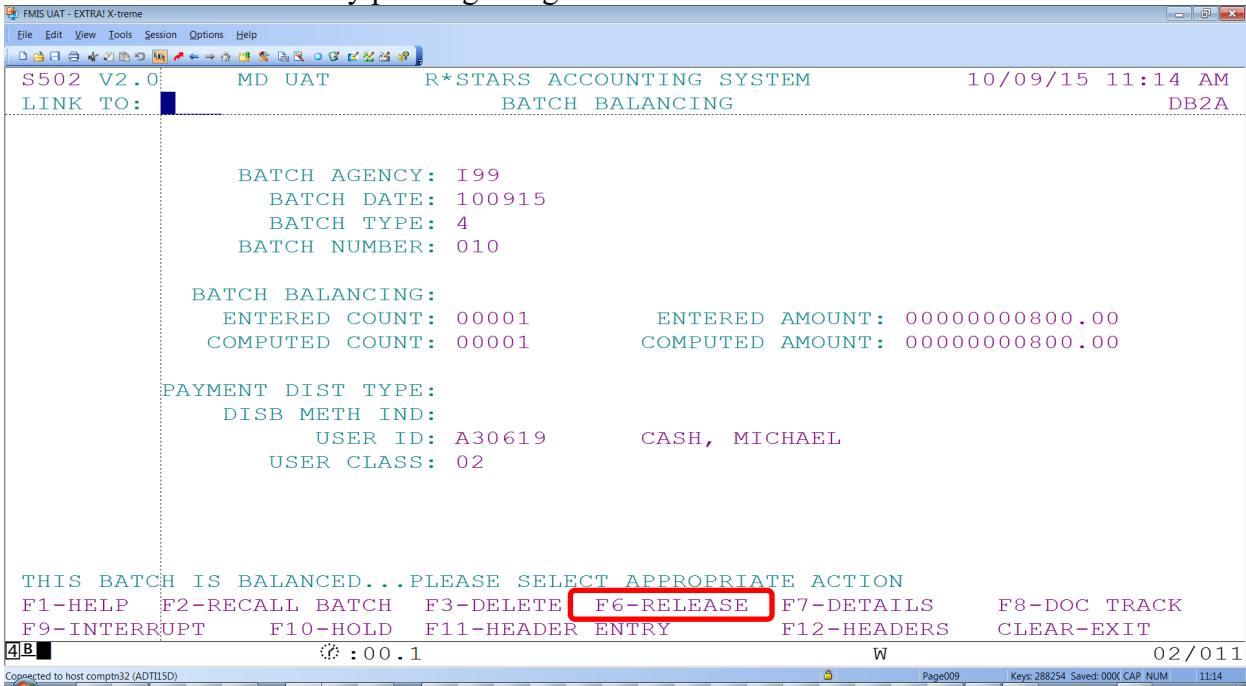
5. After entering data press F10 to save the transaction:

S505 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 10/09/15 11:11 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: DB2A
BATCH: AGENCY I99 DATE 100915 TYPE 4 NO 010 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 100915 EFF DATE: 100915 DUE DATE: SERV DATE:
CUR DOC/SFX: TZTEST01 000 REF DOC/SFX: MOD: AGENCY: I99
TRANS CODE: Z99
INDEX:
PCA: AY: 16
COMP/AGY OBJ: 9907
AMOUNT: 800.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: DOC AMT: 800.00 DOC AGY: I99 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1220049000 000 NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: 0096 ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: DI: RTI:
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
4B :00.1 W 17/031
Connected to host comptn32 (ADTIISD) Page005 Keys: 288251 Saved: 0000 CAP NUM 11:13

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



7. Release the batch by pressing F6 again:



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FMS UAT - EXTRA! X-treme
File Edit View Tools Session Options Help
S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 10/09/15 11:14 AM
LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: I99
BATCH DATE: 100915
BATCH TYPE: 4
BATCH NUMBER: 010

BATCH BALANCING:
ENTERED COUNT: 00001 ENTERED AMOUNT: 00000000800.00
COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000800.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: A30619 CASH, MICHAEL
USER CLASS: 02

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT
4B :00.1 W 02/011
Connected to host comptn32 (ADTILSD) Page010 Keys: 288255 Saved: 0000 CAP NUM 1114

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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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FMS UAT - EXTRA! X-treme
File Edit View Tools Session Options Help
S530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 10/09/15 12:28 PM
LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: I99 BATCH DATE LOW: BATCH DATE HIGH: 123149
...BATCH ID...
S DATE TYP NO STA BAL MODE DATE COUNT ENTERED AMOUNT COMP COUNT COMP AMOUNT
121511 4 003 P Y 4 030714 00540 00000188556.76 00540 00000188556.76
- 060114 4 001 H Y 4 061314 00010 00000008450.00 00010 00000008450.00
- 103114 4 001 H N 2 103114 00005 00000003510.00 00000 00000000000.00
- 032515 4 100 A Y 2 032515 00001 00000000100.00 00001 00000000100.00
- 041415 4 001 H N 2 041415 00015 00000010501.20 00015 00000010502.20
- 092315 4 001 H N 2 092315 00002 00000000100.05 00000 00000000000.00
- 093015 1 032 H N 2 093015 00001 10000000000.00 00000 00000000000.00
- 100915 4 001 H N 2 100915 00001 00000000800.00 00000 00000000000.00
- 100915 4 010 P Y 2 100915 00001 00000000800.00 00001 00000000800.00
-
-
-
NO MORE BATCHES FOR THIS AGENCY
F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT
4B :00.1 W 08/017
Connected to host comptn32 (ADTILSD) Page011 Keys: 288475 Saved: 0000 NUM 1229

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