

Instructions for 1099K

Summary:

The 1099K will have the option to either calculate the monthly totals or let you enter them manually. Here are some things to consider:

If the fuel supplier gives you the 12 totals for each dealer, it may be desirable to enter them and put the burden on them. We are told that there is no way that our calculations are going to match the supplier. If you don't like the calculated totals, just enter them manually.

If you enter credit cards in the cash receipt module, then you will have to use the manual option because the 1099K needs gross totals and those are not in the cash receipt file.

The automatic calculation method requires that you decide on which date to use for the calculation. It may not really matter as long as you use the same date type year in and year out. In the long run, all credit cards will be reported and that's what counts.

Each dealer has a Total Code which tells the computer whether his totals are calculated or input manually. The reports will use one or the other depending on the code.

New Features:

The calculate program saves the total transactions per dealer to print on the 1099.

You can also enter the transactions manually in the input program.

The Credit Card Receipt is in the Credit Card Input Menu. You can print that to audit a dealers activity. You can also save the report to an Excell Spreadsheet. The transaction count was added to that report.

Setup Notes:

The filer's name, address, phone, and FEIN comes from the AR Setup program inside of the AR Install menu item. Please review your data and make sure everything is filled out correctly.

For those that don't use the credit card module, you must set up every dealer in the dealer file (option 1 on the 1099 menu).

Once the dealer file is setup, select the option to enter balances so you can assign a merchant number (5499 is C Stores, 5541 is Service Stations) and a total type (Manual or Calculated).

Some people have multiple dealers for one customer, you can put total type X for one of the dealer records and enter the totals for the other dealer record. In any event, the computer is going to give you one total per customer.

Please make sure all your customers who get a 1099K have their FEIN number in the customer file.

When you are done, you can print the 1099 report with the address option to review all the data.

The 1099K forms are only printed on the Laser Printer. Please print all your 1099K forms on paper and make sure they are perfect before you print them on the regular forms.

Main Menu.

From the credit card menu, select 1099K Module.
You get the following menu.

```
1. Dealer File Maintenance
2. Enter Monthly Totals
3. Calculate 1099K Totals
4. 1099K Report/Forms
5. Modify 1099K Form
6. Print 1096 Total Page
7. Clear all 1099K Totals
Q. Quit to Main Menu

Select an Option |Q
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1. Dealer File Maintenance. It is on this menu for convenience.

The Dealer File identifies the dealers by number, such as their facility number. It links the Dealer number to the AR Customer. It also contains information about the method of giving credit (Credit Type). If the dealer is given a check, the dealer's vendor number will be entered. If the transaction belongs to the company and no AR or AP transaction will be generated, the dealer is identified as inter-company and the GL account number for fuel or truck expense will be entered. A Dealer Number must be set up for each dealer. A Lookup screen is provided in Credit Card and EFT entry for easier access to Dealer Numbers.

Enter new Dealers, change methods of giving credit to dealers for credit cards submitted, or change GL account numbers through this option.

BEGIN INPUT

Dealer Code. Enter the Code Number assigned to the dealer. Credit Cards are entered and EFT's paid using this code number. 'Record is not found, Do you want to add it? (Y/N)' displays. Enter **Y** to add the code as entered or **N** to reenter the number or quit. This control number is the key to the record. Once it has been entered and accepted, the code number may not be changed without deleting the record and reentering it with another code number. If the dealer is already in the file, 'Record Already Exists. Do you want to Inquire? (Y/N)' displays. Enter **Y** to display the dealer record to the screen or **N** to reenter the number or quit. *Note: Use a short number, the last 4 digits, data entry can*

be tedious if you have to enter 8-10 digits with each transaction.

Dealer ID. This is the complete dealer code used by the vendor in credit card notices. This number is needed if you download credit cards from a vendor's website and import them into Petro-Data.

Customer Number. Enter the Accounts Receivable Customer Number for this Dealer (F2 lookup is available). Customers must be set up in AR. Customer numbers in AR do not have to be the same as the dealer code in this module. The Dealer File links the two together. When a valid customer number is entered, the customer name displays.

Dealer File Maintenance

Dealer Code: 0028322931

Dealer ID: 0028322931

Customer No: BLUE

Vendor No: TEXACO

GL CC Account: 11100-100

Credit Type: 1

Input Dealer:

CC Fee Credit: 0.00

GL Fee Account: -

CC Fee Override:

Import Code:

Ap Vendor: PHIL66

BLUE FARM

TEXACO

Credit Cards - Jobber

Edit New Next Prev Print Delete Exit

Does this Vendor show the Dealer number on EFTs? (Y/N)

Vendor Number. Enter the Vendor Code for the Fuel Vendor who will be receiving and paying for the credit cards submitted by this dealer (F2 lookup is available). When a valid Vendor Code is entered, the Vendor name displays.

GL Account. Enter the GL account number for Credit Cards (F2 lookup is available). If a valid account number is entered, the account name displays. A debit transaction will be sent to this account when credit cards received from the dealer are updated.

Credit Type. Enter the code number for the method of giving credit to this dealer from

the following:

Enter **1** to Credit Accounts Receivable. A credit transaction is sent the AR GL account number and to the AR customer open-item file (the dealer's receivable account).

Enter **2** to pay the dealer with a check in Accounts Payable. Enter the Vendor Code for this customer. (This is not the fuel vendor, but a number set up in Accounts Payable that is unique to this dealer). A credit transaction is sent to the AP GL account number and to the dealer's AP Vendor open-item file for future payment. If a valid Vendor code is entered, the vendor name displays.

Enter **3** if this is an Inter-company transaction. Enter the GL account number for Fuel expense, truck expense or where ever you want the credit transaction to post in the GL. A credit transaction is posted to this account. No other transactions are generated.

Enter 4 if you purchased the special consignment update module.

Input Dealer. Does This Vendor Show the Dealer Number on EFTs? Enter **Y** if the Vendor's draft reconciliation shows the Dealer's number, and **N** if it prints **ONLY** the store name.

CC Fee Credit. Enter the percent of the credit card fees that you are going to credit the dealer (usually blank or zero). Zero means the dealer absorbs 100 percent of the fees.

GLFee Account. If you are crediting the dealer with fees, enter the GL account for this credit.

CC Fee Override. Enter a credit card fee percent which will override the one which is imported.

Import Code. Enter O to omit this deal when importing Credit Cards.

AP Vendor. Enter the vendor who sending the EFT if it is different than the vendor above. You may be taking Shell Credit Cards but ABC Oil Company may be the one who actually bills you and credits you.

2. Enter Monthly Totals (1099K information).

Enter a dealer code.

The computer will display both inputted and calculated balances if any.

Enter the total type for this dealer:

C - Totals will be calculated.

M - Totals will be manually input.

X - Do not enter or print a 1099K for this dealer.

Input Balances			Total		
Jan	1000.00	May	5000.00	Sept	9000.00
Feb	2000.00	June	6000.00	Oct	10000.00
Mar	3000.00	July	7000.00	Nov	11000.00
Apr	4000.00	Aug	8000.00	Dec	12000.00
			78000.00		

Calculated Balances			Total		
Jan		May		Sept	
Feb		June		Oct	
Mar		July		Nov	
Apr		Aug		Dec	
			0.00		

Enter the (12) 1099 totals for a manual entry dealer.

Enter the merchant code from the IRS list.

(5499 is C Stores, 5541 is Service Stations)

3. Calculate 1099 Totals.

The computer will only calculate the totals for ALL dealers. Those totals will be used on the reports ONLY if the dealer is setup for for automatic calculation which is Total Type=C. Any balances that were manually entered will remain in the system. So we are keeping two sets of totals internally.

Enter a range of dates (January 1 to December 31 in most cases).

Calculate 1099K Credit Card Totals

Beg Date 01/01/2011 Ending 12/31/2011

Transaction Date Receipt Date

Cust No

Vendor

Edit Calculate Exit

Enter the Date Type to use in calculation, default is Transaction Date.
Enter one vendor if you want to calculate for one vendor only.
Enter one customer to calculate for one customer only.

Press the Calculate Button to complete the calculation. When done, the computer will display a message and then you click on the Exit Button to Finish.

4. **Print Report and Print 1099K forms.**

You can print a short report or print the actual 1099s forms.
You can select to display the data to verify it before you print.

Select option to Print Customer Address if you need to verify addresses.
The reports will show the calculated totals if the Total Type is C and they will show the manual input totals if the Total Type is M.

Select 1099K Form to print the actual forms.
You may select to omit zero totals.
Select Print Alignment Test to make sure the forms are aligned.

Credit Card 1099K Report

Printer: hp LaserJet 1010 Series Driver

Report Date: 12/14/2011

Report 1099K Form

Print Customer Address

Print Alignment Test Omit Zero Totals

Sort Option: Name Alpha Cust Id Numeric Cust Id Dealer No.

Cust No: [Search Icon] [Text Field]

Buttons: Edit, Print, Display, Exit

5. Modify 1099 Form

This option will save the original form and allow you to modify it if the printed data does not fit correctly in the boxes.

Option:

Modify the Form. See below.

Restore the old form. The original form will be restored.

If you select modify, you will get the screen below. You can move the boxes up and down and all around to better fit your printed forms. Press Control W when finished. The old form will be saved in case you change your mind later.

The screenshot shows a software interface for modifying a 1099 form. The interface is overlaid on a grid background. The top section, labeled 'A', contains fields for 'acomppaddr (1)' through 'acomppaddr (5)', 'FEINA', 'payfeina', 'TOTBALA', and 'catcodea'. Below these are checkboxes for 'PSI' and 'EPI'. The middle section, labeled 'B', contains fields for 'companyA', 'address1A', 'address2A', 'citystatea', 'psenamea', 'psephonea', 'accountnoa', 'balance1A', 'balance2A', 'balance3a', 'balance4a', 'balance5a', 'balance6a', 'balance7a', 'balance8a', 'balance9a', 'balance10a', and 'balance12a'. The bottom section, labeled 'b', contains fields for 'acomppaddr (1)' through 'acomppaddr (5)', 'FEINb', 'payfeinb', 'TOTBALb', and 'catcodeb'. Below these are checkboxes for 'PSI' and 'EPI'. The bottom-most section, labeled 'b', contains fields for 'companyb', 'address1b', 'balance1b', 'balance2b', 'balance3b', and 'balance4b'. The interface is titled 'Page Header' at the top left.

6. Print 1096 Total Page.

This program gets the 1096 totals from your last 1099 run. Be sure to do the 1099 forms for ALL DEALERS before you run this program. You can choose to display them if you don't need the printout.

When you fill out the contact information, it will be saved for subsequent reports.

The screenshot shows a window titled "1096 Form" with the following fields and values:

- Printer: hp LaserJet 1010 Series Driver
- Report Date: 12/14/2011
- Final Return?:
- Radio buttons: 1099K, 1099Misc, 1099Rent, 1099Int
- Contact Person: CONTACT
- Email Address: EMAIL
- Phone Area: 210, Phone: 111-1111
- Fax Area: 210, Fax No.: 222-2222
- Employer ID No.: 12234242352
- Social Sec. No.: 112-22-3333, Withholding: 0.00
- No. of Forms: 10, Grand Total: 20000.00

Buttons at the bottom: Edit, Print, Display, Exit.

7. Clear 1099 totals.

Before you start the next year. Run this program to clear out the prior year totals.

You have an option to cancel this function before it completes.

Also, the original file is backed up. If you clear the totals in error, call Petro-Data.