Cast & Crew

mediaweb production accounting

1099 USER GUIDE

media services

Welcome to MediaWeb 1099 Module

Key Features in MediaWeb 1099 Module include:

- The ability to print 1099s to plain paper or preprinted forms.
- The ability to combine 1099 data from multiple databases.
- Update General Ledger data on the spot.
- Ensure that Vendor Addresses match across multiple shows.
- Ensure that Production Company Addresses match across multiple shows.
- Import vendor information from outside source.
- Create the electronic file to send to the IRS.

Important Dates

All Recipient (Copy B) 1099 forms must be postmarked by January 31, 2024. If reporting non-employee compensation (Box 7):

All Federal (Copy A) 1099 printed forms must be postmarked by January 31, 2024.

All Federal (Copy A) 1099 electronic filing must be uploaded to the IRS site by January 31, 2024. If NOT reporting non-employee compensation (Box 7):

All Federal (Copy A) 1099 printed forms must be postmarked by February 28, 2024.

All Federal (Copy A) 1099 electronic filing must be uploaded to the IRS site by March 31, 2024.

If you plan to file electronically, (required if over 10 vendors are being reported), the Transmittal Control Code (TCC) must be obtained from the IRS prior to sending your information in. Form 4419 in the following link needs to be completed and sent to the IRS. http://www.irs.gov/pub/irs-pdf/f4419.pdf

Where to order forms:

The laser 1099-MISC form can be obtained from a variety of forms suppliers (ie. Staples, Office Max, Office Depot, etc). NOTE: You do not need to purchase 1099 forms if you are filing electronically and printing to plain paper for vendors.

IRS Web-site (filing electronically/not magnetic media) https://fire.irs.gov

Need Assistance?

If you have questions, please call Software Support at (310) 440 9670 or (800) 738 0409.

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Access 1099 Module

When you log on to MediaWeb, you will see a button labeled 'Consolidate 1099'. You can click on this button, or access the 1099 Module within your show. If you have multiple shows assigned to the same Production Company, the 1099 information will automatically consolidate. Be patient as this might take a minute or two depending on the number of shows you access.
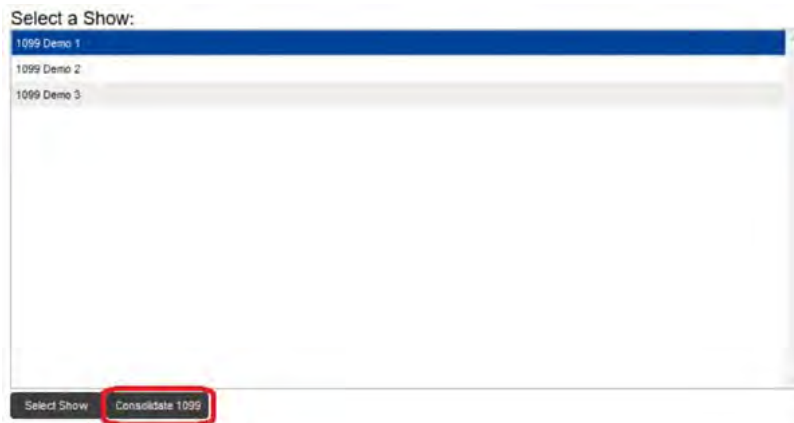
The following screen will appear if a Production Company name is missing either a Federal Tax ID or a TCC. You can enter the missing information (make sure to save your changes) or click cancel to leave this screen.

Company Maintenance

Maintenance -> Company Maintenance

Click the expander button beneath the Tax Year (A).

Click on the Production Company that you want to review.

You will see a list of addresses stored for your Production Company. Click the radio button next to the address that you want to use (B).

Click the "Update all with selected address" command button (C). This will update all of your databases with the selected address. This is the address that will be printed on your 1099s.

Transmitter Maintenance

Maintenance -> Transmitter Maintenance

The transmitter information will appear in the electronic file that is sent to the IRS.

Click the expander button beneath the Tax Year (A).

Click on the Production Company that you want to review.

You will see a list of addresses stored for your Production Company.

Select the address that you want to use (B) and click the Save command button. You can also create a new address by clicking the "Add" command button.

Please note that you cannot edit an existing address.

Missing Tax ID

Maintenance -> Missing Tax ID

Click inside the blank area (A) to input the Federal Tax ID for any shows that appear in this screen.

Edit Screen

The Tax Year is based on the item dates within your General Ledger.

Below the year, you will see your Production Company listed. If you have multiple companies, you will see multiple listings.

Click on your Production Company name to see transactions from your General Ledger. The summarized grid will sort by Payee name by default. Clicking any of the column headers will sort by that item. Clicking the filter icon will allow you to filter the visible data.

Click the Expander to see the details and modify 1099 codes. Charges can also be applied to another vendor if desired using the V1099 column.

Click the Filter icon to narrow down your search. You can look for a specific word or look for anything that contains a value.

You can edit the Vendor Address, 1099 Code and V1099 Payee as required. Don't worry, all updates will be automatically reflected within the show.

Include vendors with Taxable Only amount under reporting limit (A)

Check this box to display all data from the General Ledger, regardless of dollar amount.
Uncheck this box not to display vendors whose Grand Total (total by vendor for all shows) is less than the Required Reporting Amount.

Include Corporations (B)

Check this box to see vendors who are setup as corporations.
Uncheck this box to remove vendors tagged as corporations from the list.

Hide non-taxable only vendors (C)

A taxable vendor is one who has transactions tagged with a 1099 code.
Check this box to only show transactions that have lines tagged with a 1099 code. Uncheck this box to show all transaction lines regardless of the 1099 code.

Auditing Note

When performing your initial audit, we recommend that you check boxes A and B. This will give you a clear picutre of what your data looks like.

Edit Screen continued

Reporting Tools (left to right)

You will use these buttons to dictate what you expect to see on your 1099 Report.
Refresh Button – This will reset your screen to display only the Payee Name, Vendor Name, Tax ID/SSN, Taxable and Non-Taxable and Taxable Only columns. The dollar amounts represent the totals per vendor.

PDF Button – This will export your screen selections as a PDF.

Excel Button – This will export your screen selections as an Excel document. Collapse All

Button – This displays the grand totals for each vendor.

Expand All Button – This displays the detail information for each vendor.

Click the Summary radio button along with the Expand All Button to see one line per vendor with the total amount for each box, along with the Taxable Total for each vendor.

Click the Detail radio button along with the Expand All Button to see a line for each vendor, along with the Show Name, Transaction Number and 1099 code.

Auditing Process

1099 Codes

All vendors receiving 1099 forms should have a 1099 code flagged on each appropriate line of their transactions. This can be done in the module in which the posted entry exists, or in the Tax Cycle/1099 Adjustment Entry area within each Show.

If you have access to multiple Production Companies, you will need to select the desired Production Company, and then modify vendor 1099 codes. Any updates made to this area will update within the individual show databases.

Individual Social Security Numbers

If the vendor is an individual, an accurate social security number should be listed in the Vendor Maintenance screen. This number can be found on theW9 form that was submitted by the vendor. If a social security number is listed, an individual's name, not a company name, must be on file.

Non-Corporations with Tax ID numbers

If a vendor is not a corporation but provided a tax ID number instead of a social security number, ensure the correct business/individual name from the W9 form is listed. When the IRS receives 1099 forms, they verify that the tax ID number listed matches the name they have on file for the number. The vendor should have provided this information accurately on their W9 form.

Check for Duplicate Vendors

Sometimes a mistake is made, and two vendor accounts are created for the same person. Running the 1099 Reports within the show, in Tax ID number order, will list possible duplicate vendors next to each other. If duplicates exist, there are a couple ways this can be remedied:

If only a couple of transactions exist for the incorrect vendor, the transactions can be canceled/reversed for the incorrect vendor, and then entered to the correct vendor's account. The incorrect vendor can then be inactivated to prevent future usage.

If many transactions exist on the incorrect vendor, the sum total of all items can be made in a single Journal Entry to the correct vendor. The JE can debit and credit the same account, so as not to affect any reporting; however, only the debit line will be tagged with the 1099 code. This will provide accurate 1099s; however, Vendor History reporting will have to be run on both vendors.

Verify Addresses

1099 forms are mailed to the addresses on file. If they are incorrect, the vendor may not get their form in a timely manner.
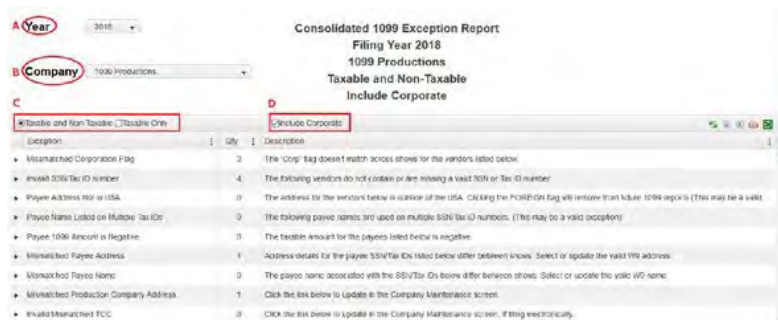
Exception Report

Reports -> Exception Report

The Exception Report within the 1099 module will scan all databases that your user accesses. You should select the Tax Year (A) and (B) Company that you will be reviewing.

The 'Include Vendors with Amounts Under the Required Reporting Amount' checkbox (C) allows you to determine   if you want to see all vendors, or only those whose Taxable Total is above the required reporting. While you will   not be printing 1099s for vendors with amounts under the required reporting amount, we suggest that you include them during your initial audit.

The 'Include Corporations' checkbox (D) allows you to determine if you want to see Corporations in your report. While you will not be printing 1099s for Corps, we suggest that you include them during your initial audit.

You will see a list of Exceptions along with a Description of the Exception that can prevent your 1099 batch from getting created.

Exception Report Continued

Click the Expander to review the vendors causing the exception. You can make changes to vendors within this screen. The example below allows you to check or uncheck the Corp box.

The example below allows you to select the address that you want to use across all shows for a specific vendor. You will see a column labeled "Update all with selected address" (A). Click the radio button (B) next to the address that you want to use. You can also update the address within this screen. Changes made here will be applied to all shows.

Prepare Batch

Once you have audited your data, you are ready to prepare your batch. From the Edit Screen, select the Production Company (A).

Uncheck the "Include Vendors with Amounts Under the Required Reporting Amount" (B) and "Include Corporations" (C) Check boxes.

Check the "Hide non-taxable only vendors" checkbox (D).

Generate 1099 -> Prepare 1099 Batch
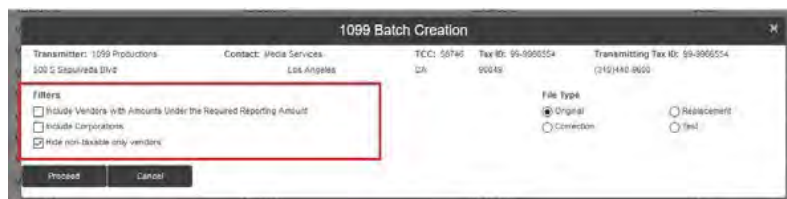
Check desired filters.

Click the "Proceed" command button.
Immediately after preparing the 1099 Batch, two things will happen:

Prepare Batch Continued

You will see the screen below. This confirms that your batch was created and allows you to either open the batch file or save it without opening.
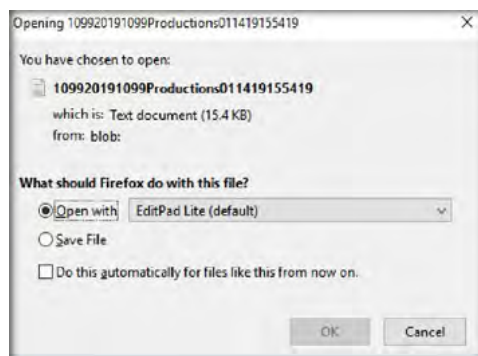
The next message is an alert to let you know that the batch was created successfully and saved to the default download folder. It is important to note where this file is saved if you plan on electronically filing with the IRS.
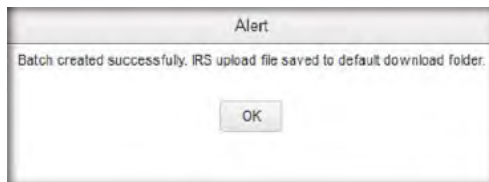
Print 1099 Forms

Immediately after preparing the 1099 Batch, the screen below will appear. Alternatively, you can access this screen as follows:

Generate 1099 -> Print 1099 Forms

Batches will appear in the order in which they are created.

Your most recent batch will always appear on the top of the list (A).

You can select a single payee, multiple payees, or all payees (B).

You can print 1099s to plain paper or use the Pre-Printed forms (C).

If you are printing to plain paper, you can select which copy to print (D): Copy B is for your files, Copy C is for the Payee.

Click the "Preview / Print" command button to generate the 1099 PDF.

Please note that you can transmit the batch file to the IRS regardless of the number of vendors you have. If you choose to print to plain paper, you will need to get a TCC Number from the IRS.

Reprint 1099 Forms

Generate 1099 -> Print 1099 Forms

Select the batch that contains the 1099 form that you want to print.

Your most recent batch will always appear on the top of the list (A).

You can select a single payee, multiple payees, or all payees (B).

You can print 1099s to plain paper or use the Pre-Printed forms (C).

If you are printing to plain paper, you can select which copy to print (D): Copy B is for your files, Copy C is for the Payee.

Click the "Preview / Print" command button to generate the 1099 PDF.

Print 1096 Forms

Generate 1099 -> Print 1096 Forms

Batches will appear in the order in which they are created.

Your most recent batch will always appear on the top of the list (A).

Select the batch.

Click the Preview / Print command button. The 1096 PDF will generate. Print this PDF and include it with the 1099 forms that you will be mailing to the IRS.