



Convenience Check Writer Manual

For Managing 1099 Information



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Managing Vendor 1099 Information

Helpful Hints:

Before you begin this task it is important to know the following information:

- Manage vendor 1099 information – If a convenience check was used for a transaction, the vendor 1099 information needs to be created or updated in FBMS to facilitate accurate tax reporting. All convenience check writers are responsible for creating or updating 1099 information for convenience check purchases.
- Some Bureaus centralize the function of managing vendor 1099 information. Before performing the tasks outlined in this manual, be sure that you are authorized to do this per your Bureau's policy.

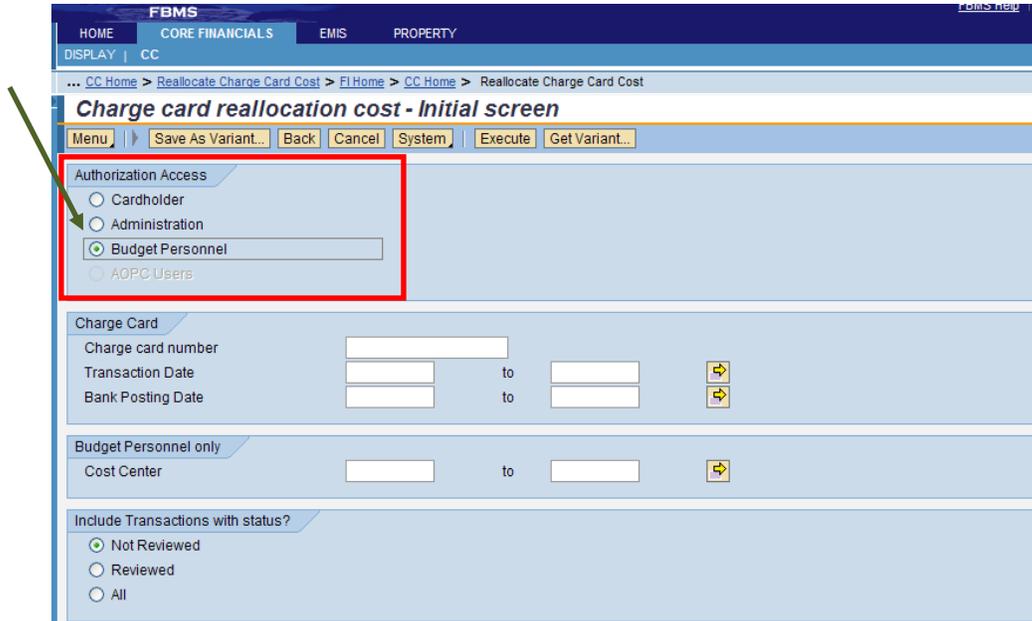
Let's Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab → **CC** tab → **Reallocate Charge Card Cost** to go to the *Charge card reallocation cost Initial* screen.

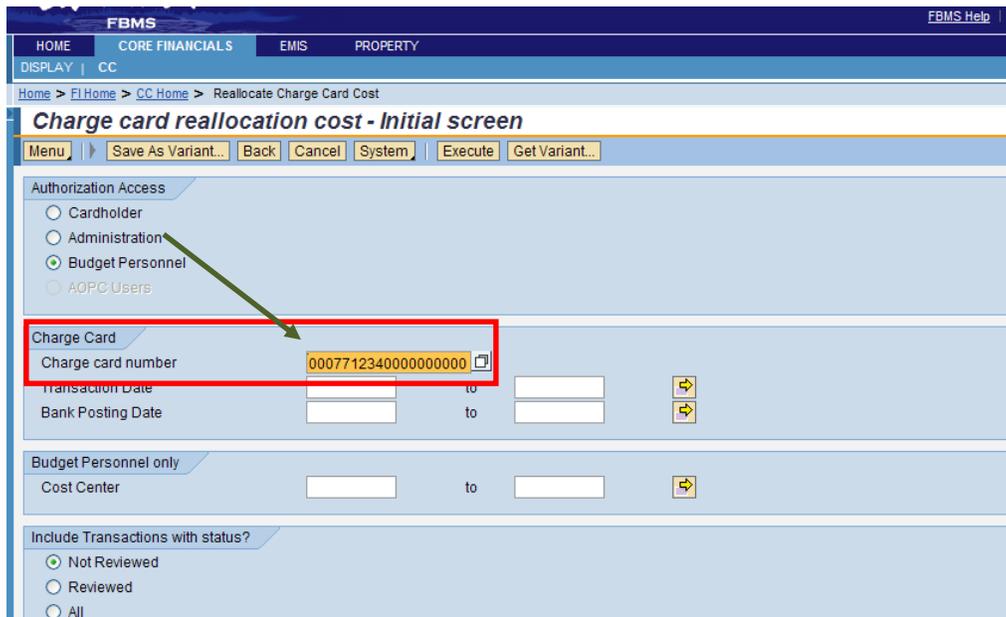
Updating a Charge Card Reallocation with Existing Vendor 1099 Information

- 1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.



The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The 'Authorization Access' section is highlighted with a red box, and a green arrow points to the 'Budget Personnel' radio button, which is selected. The 'Charge Card' section contains fields for 'Charge card number', 'Transaction Date', and 'Bank Posting Date'. The 'Budget Personnel only' section contains a 'Cost Center' field. The 'Include Transactions with status?' section has radio buttons for 'Not Reviewed', 'Reviewed', and 'All'.

- 2) Type the charge card number in the **Charge card number** field, or search for it using the drop-down menu to the right of the field. Add 3 zeros in front of the account number.



The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The 'Charge card number' field is highlighted with a red box, and a green arrow points to the field containing the number '000771234000000000'. The 'Authorization Access' section is also visible, with the 'Budget Personnel' radio button selected.

- 3) Select **Execute** the **Execute** button.

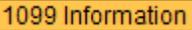
The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS application. The top navigation bar includes 'HOME', 'CORE FINANCIALS', 'EMIS', and 'PROPERTY'. Below the navigation bar, there are several menu options: 'Menu', 'Save As Variant...', 'Back', 'Cancel', 'System', 'Execute', and 'Get Variant...'. The 'Execute' button is highlighted with a red box and a green arrow. The main content area contains several sections: 'Authorization Access' with radio buttons for 'Cardholder', 'Administration', 'Budget Personnel' (selected), and 'AOPC Users'; 'Charge Card' with input fields for 'Charge card number' (0007712340000000000), 'Transaction Date', and 'Bank Posting Date'; 'Budget Personnel only' with a 'Cost Center' field; and 'Include Transactions with status?' with radio buttons for 'Not Reviewed' (selected), 'Reviewed', and 'All'.

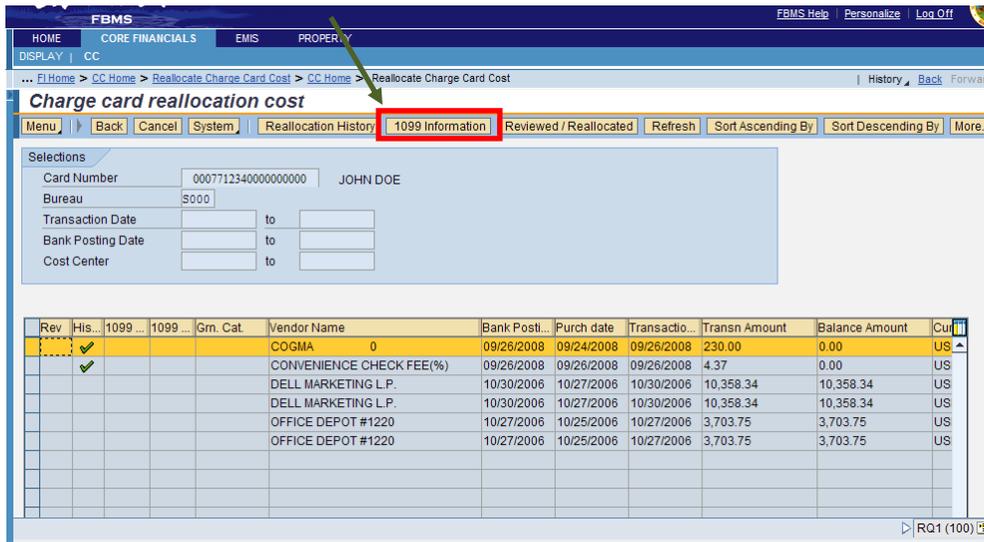
- 4) Select the box to the left of the transaction line item for which you want to update the 1099 information.

The screenshot shows the 'Charge card reallocation cost' screen with a table of transactions. The table has columns: 'Rev', 'His...', '1099 ...', '1099 ...', 'Grn. Cat.', 'Vendor Name', 'Bank Posti...', 'Purch date', 'Transactio...', 'Transn Amount', 'Balance Amount', and 'Cur...'. The first row is highlighted, and a red box highlights the selection checkbox in the 'Rev' column. A green arrow points to this checkbox. The table contains the following data:

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Transn Amount	Balance Amount	Cur...
✓					COGMA	0	09/26/2008	09/24/2008	230.00	0.00	US
✓					CONVENIENCE CHECK FEE(%)		09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.		10/30/2006	10/27/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.		10/30/2006	10/27/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220		10/27/2006	10/25/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220		10/27/2006	10/25/2006	3,703.75	3,703.75	US

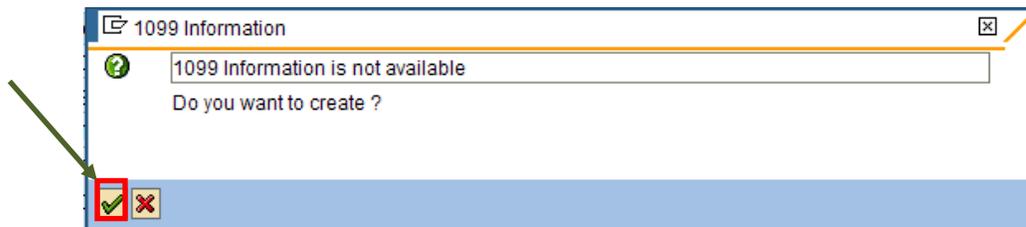
When the box is selected, the entire line is highlighted.

5) Select  the **1099 Information** button.



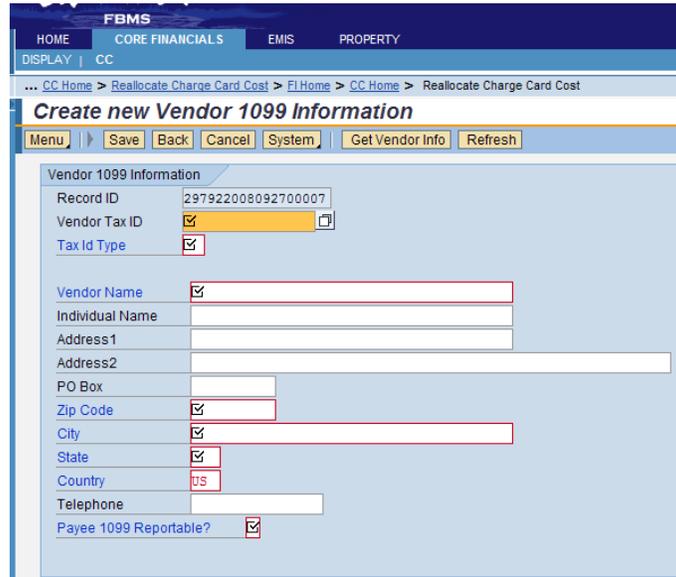
 FBMS displays a window asking if you want to create the information.

6) Select  the **Continue** button to create the 1099 information.





FBMS displays the *Create new Vendor 1099 information* screen.



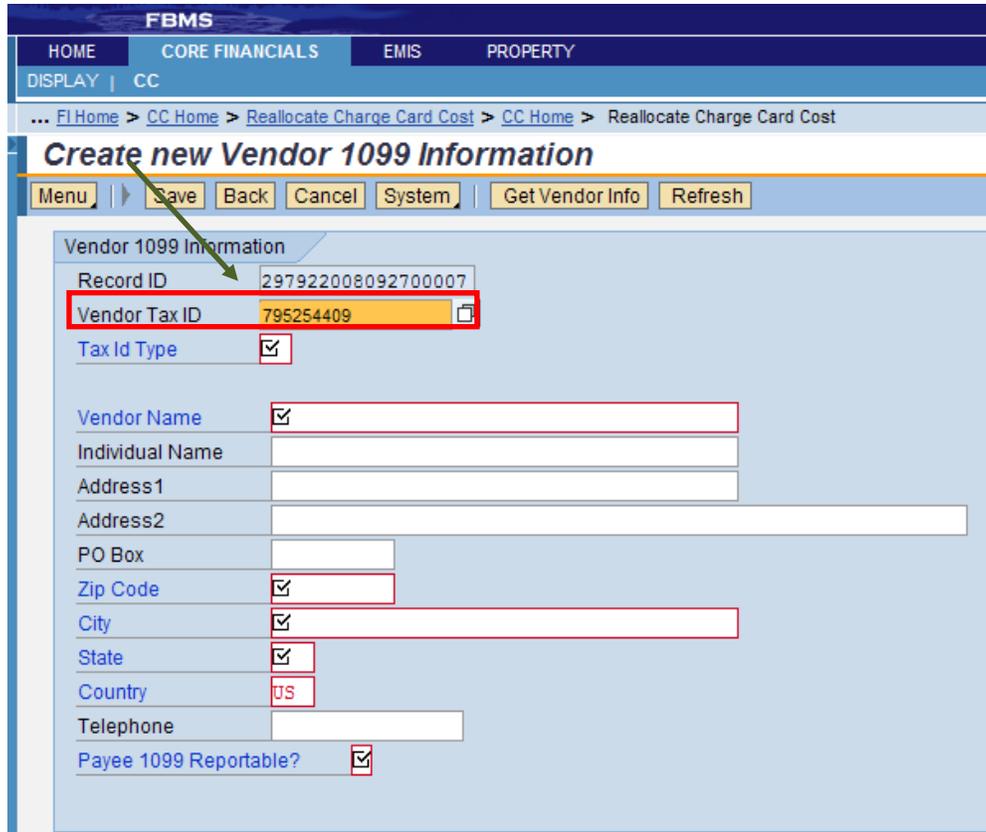
The screenshot shows the 'Create new Vendor 1099 Information' screen in the FBMS system. The interface includes a navigation bar with 'HOME', 'CORE FINANCIALS', 'EMIS', and 'PROPERTY'. Below the navigation bar, there is a breadcrumb trail: '... CC.Home > Reallocate Charge Card Cost > FI.Home > CC.Home > Reallocate Charge Card Cost'. The main title is 'Create new Vendor 1099 Information'. Below the title, there are buttons for 'Menu', 'Save', 'Back', 'Cancel', 'System', 'Get Vendor Info', and 'Refresh'. The form fields are as follows:

Record ID	297922008092700007
Vendor Tax ID	<input checked="" type="checkbox"/> <input type="text" value=""/> <input type="button" value="🔍"/>
Tax Id Type	<input checked="" type="checkbox"/>
Vendor Name	<input checked="" type="checkbox"/> <input type="text" value=""/>
Individual Name	<input type="text" value=""/>
Address1	<input type="text" value=""/>
Address2	<input type="text" value=""/>
PO Box	<input type="text" value=""/>
Zip Code	<input checked="" type="checkbox"/> <input type="text" value=""/>
City	<input checked="" type="checkbox"/> <input type="text" value=""/>
State	<input checked="" type="checkbox"/> <input type="text" value=""/>
Country	<input type="text" value="US"/>
Telephone	<input type="text" value=""/>
Payee 1099 Reportable?	<input checked="" type="checkbox"/>



If the Vendor Tax ID is not known, you can use  the **search button** to find the Vendor Tax ID.

7) Type the **Vendor Tax ID** in the Vendor Tax ID field.



FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

Create new Vendor 1099 Information

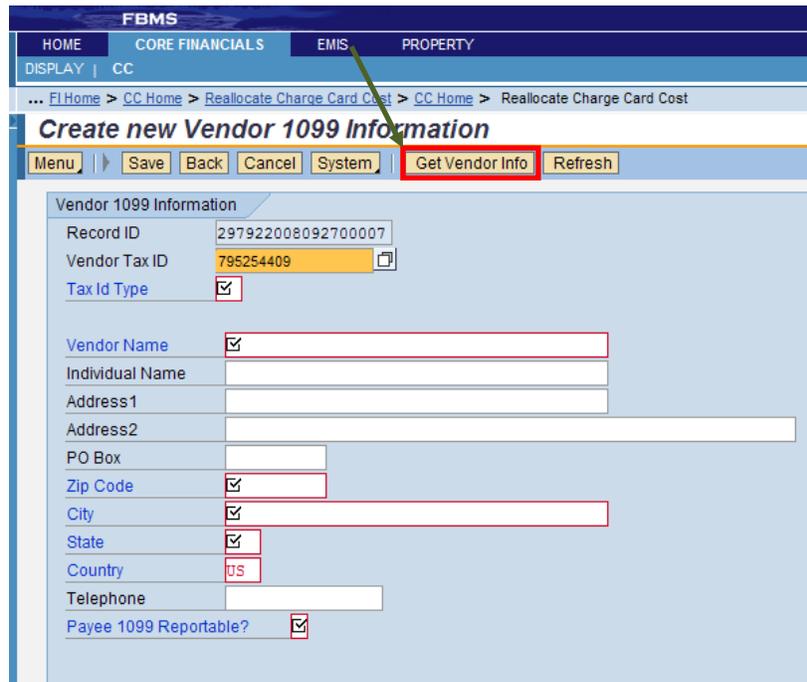
Menu | Save Back Cancel System | Get Vendor Info Refresh

Vendor 1099 Information

Record ID 297922008092700007
Vendor Tax ID 795254409
Tax Id Type

Vendor Name
Individual Name
Address1
Address2
PO Box
Zip Code
City
State
Country US
Telephone
Payee 1099 Reportable?

8) Select **Get Vendor Info** the **Get Vendor Info** button.



FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

Create new Vendor 1099 Information

Menu | Save Back Cancel System | **Get Vendor Info** Refresh

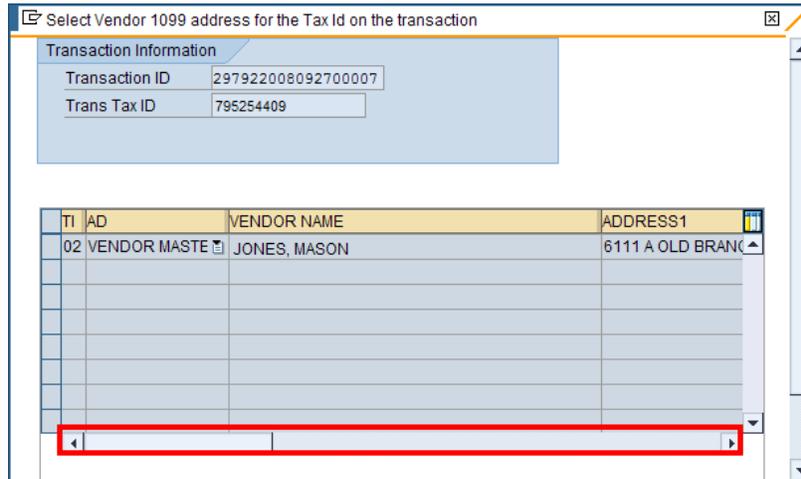
Vendor 1099 Information

Record ID 297922008092700007
Vendor Tax ID 795254409
Tax Id Type

Vendor Name
Individual Name
Address1
Address2
PO Box
Zip Code
City
State
Country US
Telephone
Payee 1099 Reportable?

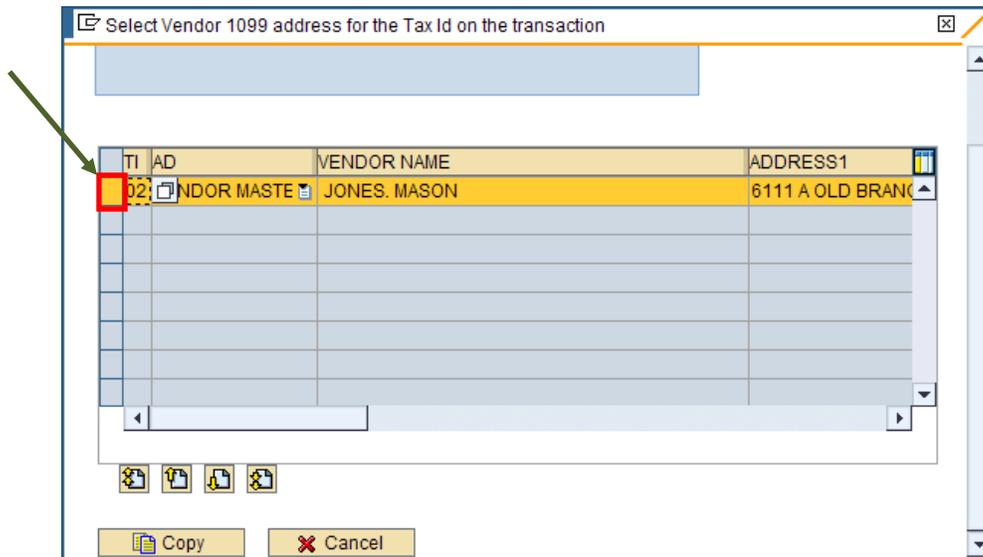
 If Vendor information already exists in FBMS, the *Select Vendor 1099 address for the Tax ID on the transaction* screen appears.

- 9) A Vendor may have more than one vendor record for the Tax ID. Use the scroll bar on the bottom of the window to view the Vendor information and then select the appropriate record.

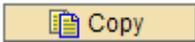


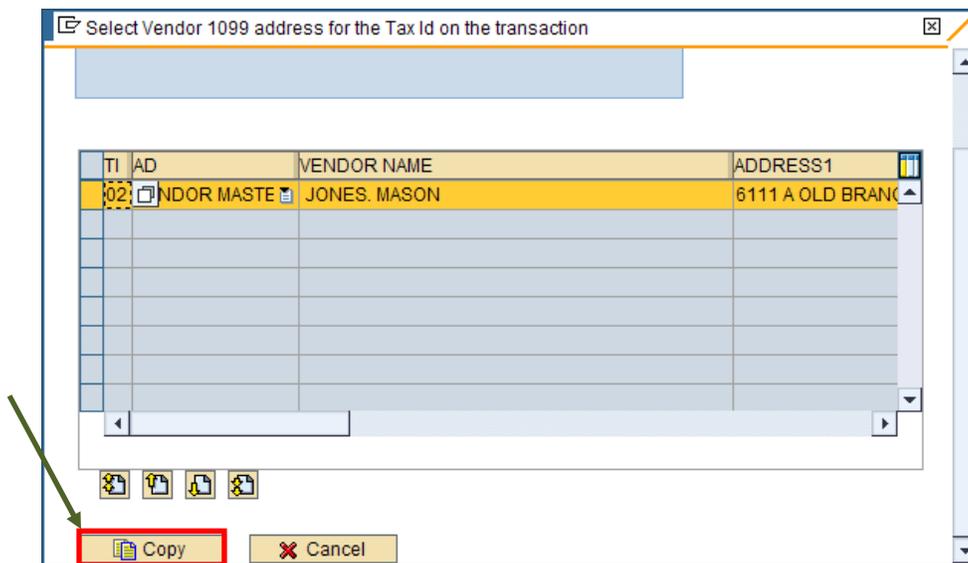
 If you cannot see the Copy and Cancel buttons on the bottom of the *Select Vendor 1099 address for the Tax ID on the transaction* screen, use the scrollbar on the right or your mouse to reposition the screen until the buttons on the bottom of the screen are displayed.

10) Select the box to the left of the Vendor record you want to populate in the *Vendor 1099 Information* screen.

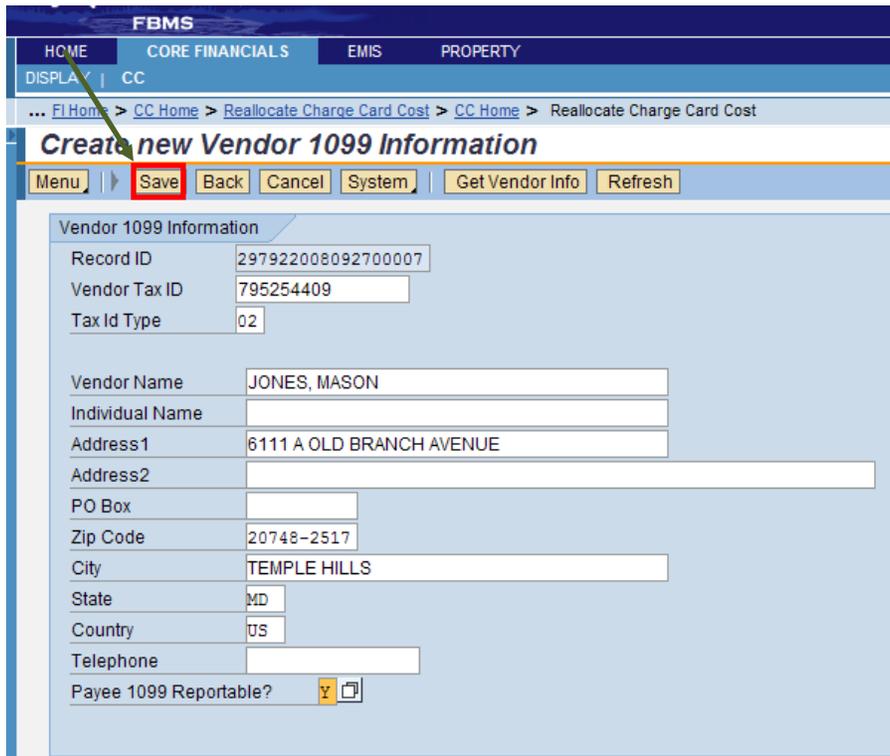


 When the box is selected, the entire line is highlighted.

11) Select  the **Copy** button to bring the information into the *Vendor 1099 Information* screen.



12) Select **Save** the **Save** button.



The screenshot shows the 'Create new Vendor 1099 Information' form in the FBMS application. The form contains the following fields:

Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02
Vendor Name	JONES, MASON
Individual Name	
Address1	6111 A OLD BRANCH AVENUE
Address2	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

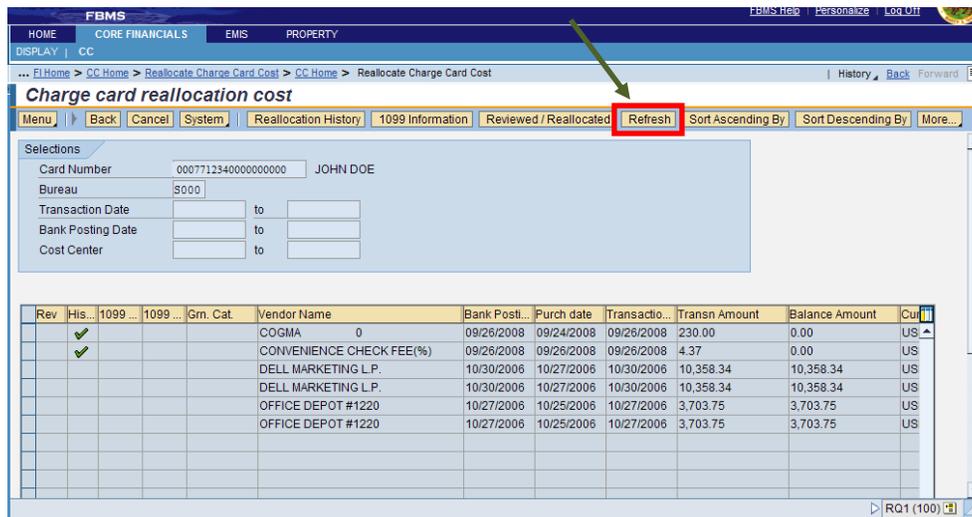
The 'Save' button in the top menu bar is highlighted with a red box and a green arrow.

 FBMS displays the message 1099 Database updated.

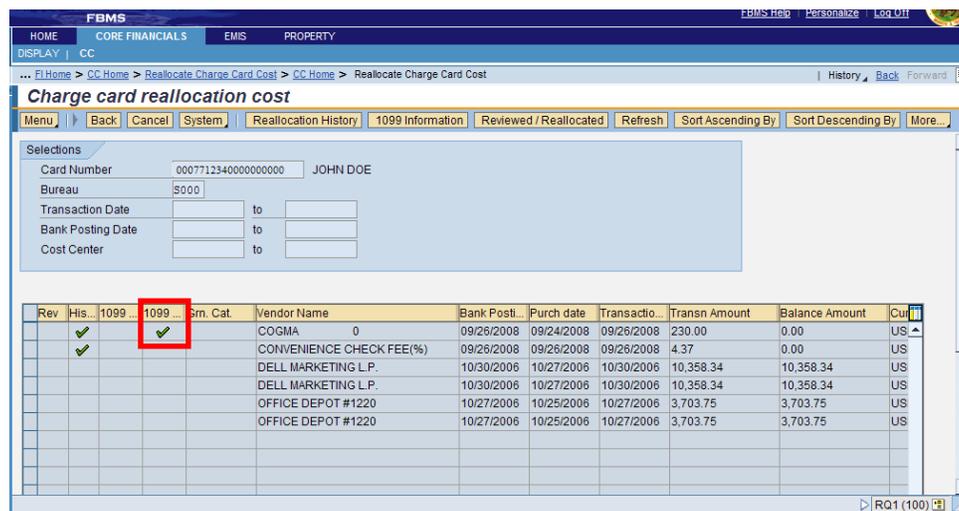
13) Select **Continue** the **Continue** button.



14) On the Charge card reallocation cost screen, select **Refresh** the **Refresh** button to update the 1099 Info column.

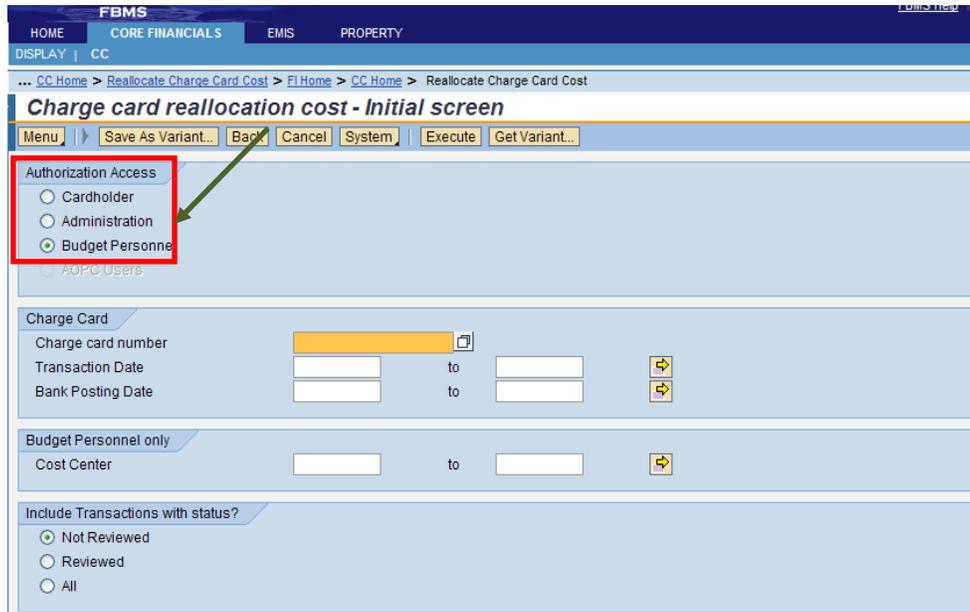


15) The Vendor INFO column shows a green checkmark, indicating the Vendor 1099 information is updated.

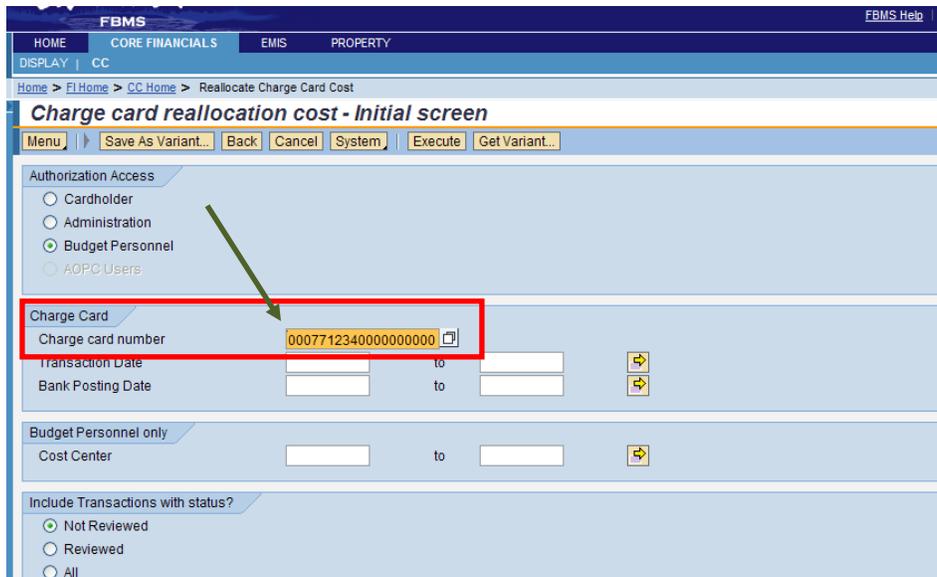


Update Vendor 1099 Information

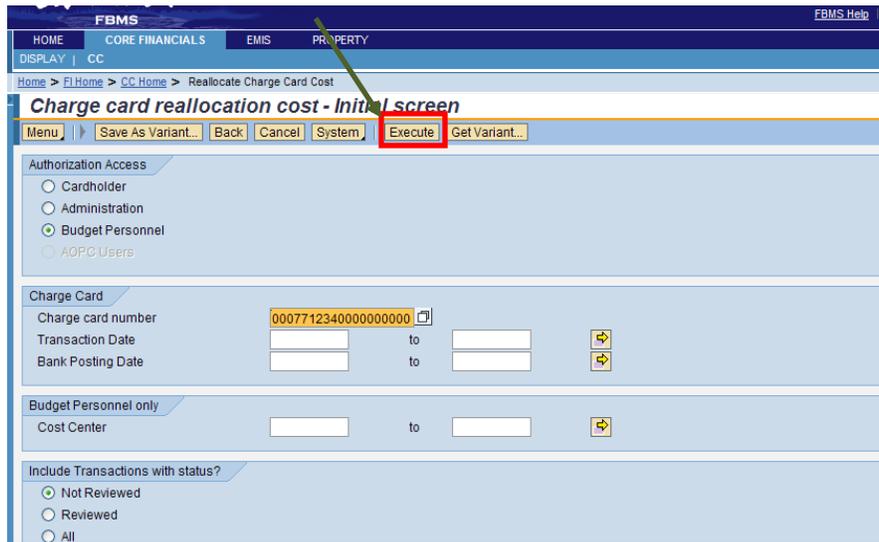
- 1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.



- 2) Type the charge card number in the **Charge card number** field.

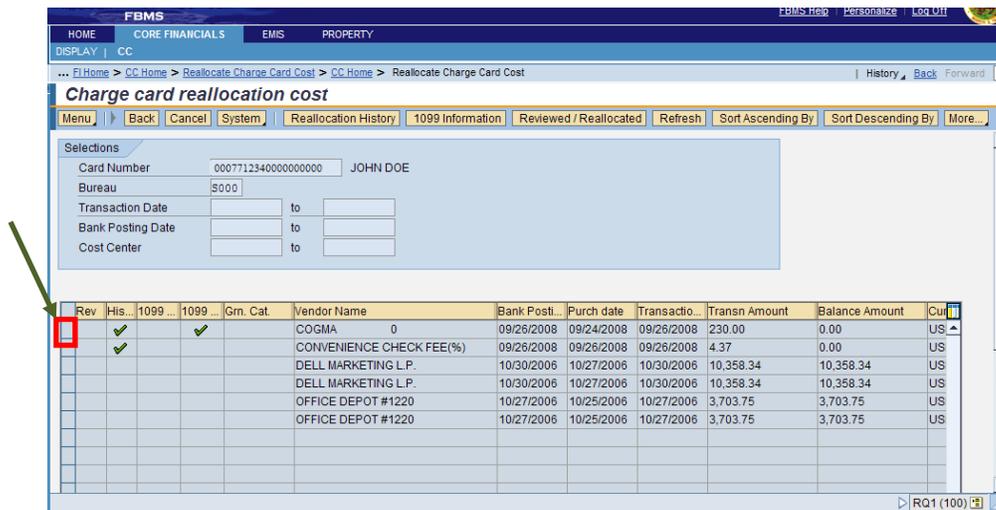


- 3) Select **Execute** the **Execute** button.



The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The menu bar includes 'Execute', which is highlighted with a red box and a green arrow. Below the menu bar, there are sections for 'Authorization Access' (with radio buttons for Cardholder, Administration, Budget Personnel, and AOPC Users), 'Charge Card' (with fields for Charge card number, Transaction Date, and Bank Posting Date), 'Budget Personnel only' (with a Cost Center field), and 'Include Transactions with status?' (with radio buttons for Not Reviewed, Reviewed, and All).

- 4) Select the box to the left of the transaction line item that you want to add the vendor information.



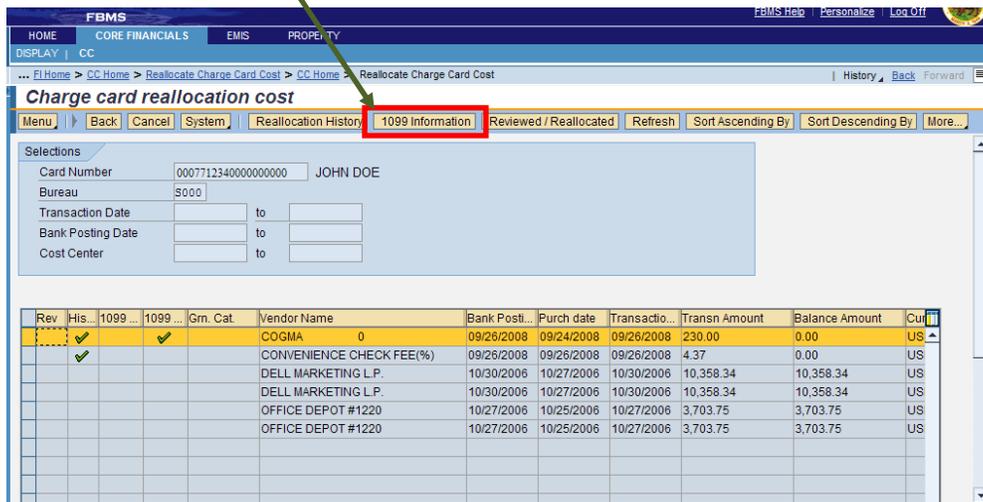
The screenshot shows the 'Charge card reallocation cost' screen with a table of transactions. The first row is highlighted, and a red box is placed around the selection checkbox in the first column. A green arrow points to this checkbox. The table has columns for Rev, His, 1099, 1099, Gm. Cat, Vendor Name, Bank Posti., Purch date, Transactio..., Transn Amount, Balance Amount, and Cur.

Rev	His...	1099...	1099...	Gm. Cat	Vendor Name	Bank Posti.	Purch date	Transactio...	Transn Amount	Balance Amount	Cur
<input checked="" type="checkbox"/>	✓	✓			COGMA 0	09/26/2008	09/24/2008	09/26/2008	230.00	0.00	US
					CONVENIENCE CHECK FEE(%)	09/26/2008	09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US



When the box is selected, the entire line is highlighted.

5) Select **1099 Information** the **1099 Information** button.



Charge card reallocation cost

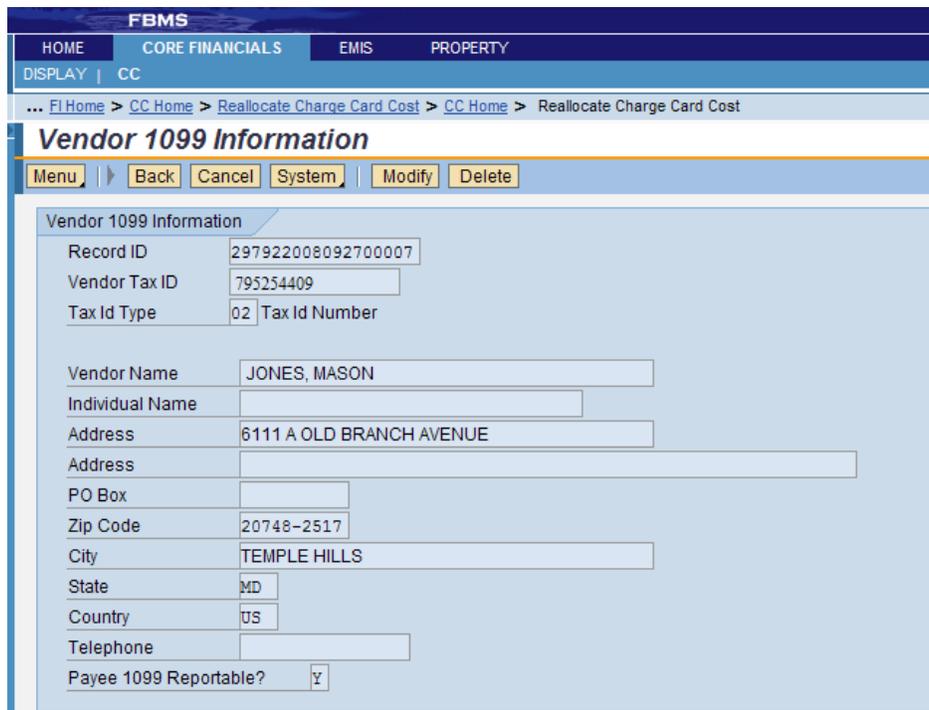
Menu | Back | Cancel | System | Reallocation History | **1099 Information** | Reviewed / Reallocated | Refresh | Sort Ascending By | Sort Descending By | More...

Selections

Card Number: 000771234000000000 JOHN DOE
 Bureau: S000
 Transaction Date: to
 Bank Posting Date: to
 Cost Center: to

Rev	His	1099	1099	Grn. Cat.	Vendor Name	Bank Posti.	Purch date	Transactio.	Transn Amount	Balance Amount	Curr
		✓	✓		COGMA 0	09/26/2008	09/24/2008	09/26/2008	230.00	0.00	US
		✓			CONVENIENCE CHECK FEE(%)	09/26/2008	09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US

6) FBMS displays the *Vendor 1099 information* screen.



Vendor 1099 Information

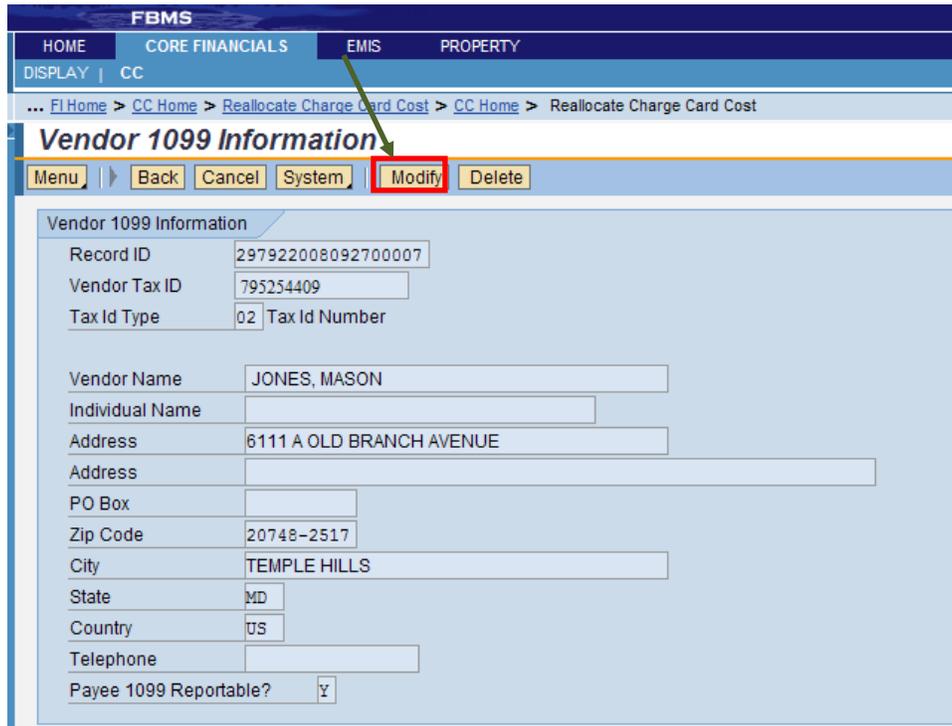
Menu | Back | Cancel | System | Modify | Delete

Vendor 1099 Information

Record ID: 297922008092700007
 Vendor Tax ID: 795254409
 Tax Id Type: 02 Tax Id Number

Vendor Name: JONES, MASON
 Individual Name:
 Address: 6111 A OLD BRANCH AVENUE
 Address:
 PO Box:
 Zip Code: 20748-2517
 City: TEMPLE HILLS
 State: MD
 Country: US
 Telephone:
 Payee 1099 Reportable?

7) Select **Modify** the Modify button.



FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

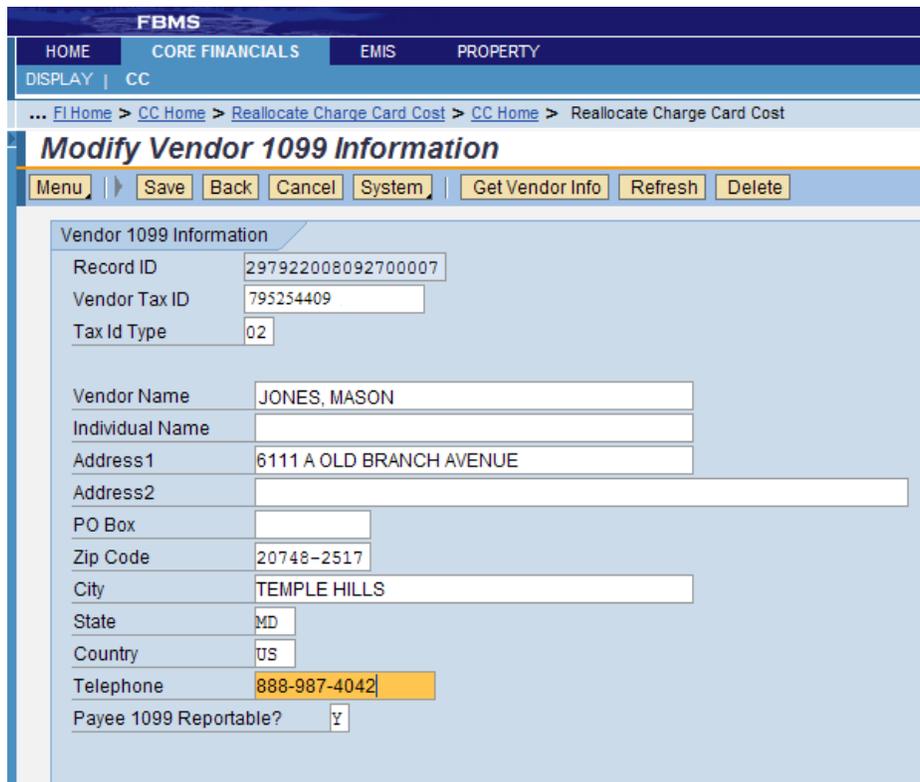
Vendor 1099 Information

Menu | Back Cancel System **Modify** Delete

Vendor 1099 Information

Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02 Tax Id Number
Vendor Name	JONES, MASON
Individual Name	
Address	6111 A OLD BRANCH AVENUE
Address	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

8) Type the **Vendor 1099 information**.



FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

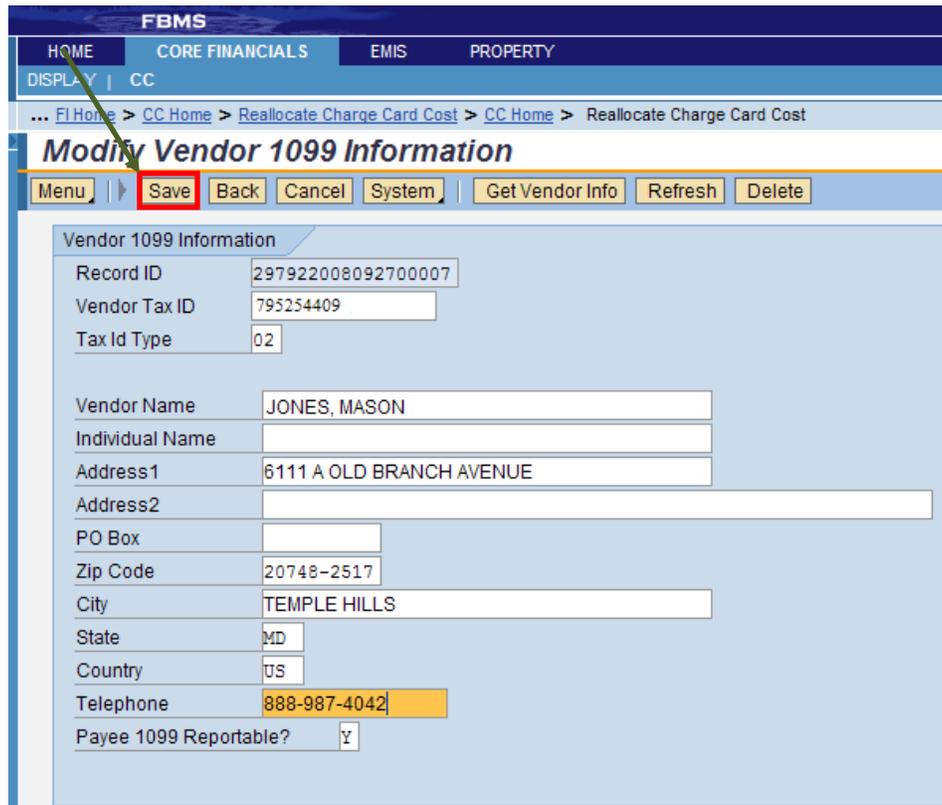
Modify Vendor 1099 Information

Menu | Save Back Cancel System | Get Vendor Info Refresh Delete

Vendor 1099 Information

Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02
Vendor Name	JONES, MASON
Individual Name	
Address1	6111 A OLD BRANCH AVENUE
Address2	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	888-987-4042
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

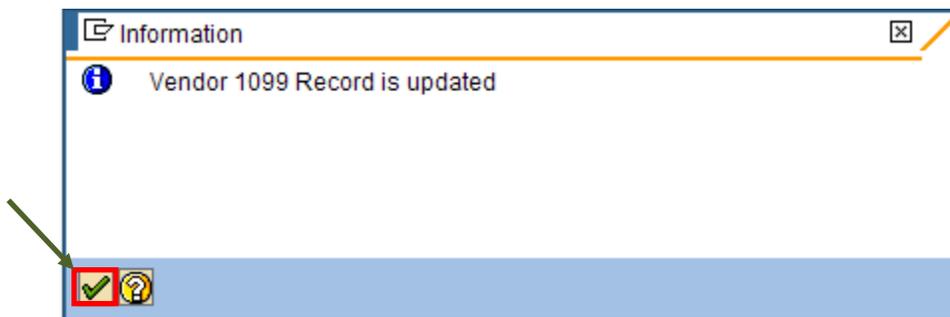
9) Select **Save** the **Save** button to create the new vendor 1099 information.



Vendor 1099 Information	
Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02
Vendor Name	JONES, MASON
Individual Name	
Address1	6111 A OLD BRANCH AVENUE
Address2	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	888-987-4042
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

 FBMS displays the message 'Vendor 1099 Record is updated'.

10) Select  the **Continue** button.



11) Select **Back** the **Back** button to return to the *Charge card reallocation cost Initial* screen.