



**Shared Financial System SFS Change Request (SFS)
University of Wisconsin**

General Information

Tracking No.	R476	Short Description	1099/1042S Programming Fixes for 2009											
Mod Request Applies To (check all that apply)	Shared Financial System Environment													
	<input type="checkbox"/>	GL	<input type="checkbox"/>	AP	<input type="checkbox"/>	PO	<input type="checkbox"/>	AR BI	<input type="checkbox"/>	AM	<input type="checkbox"/>	TRAVEL		
	<input type="checkbox"/>	GRANTS			<input type="checkbox"/>	WISDM								
	<input type="checkbox"/>	PAYROLL INTERFACE			<input type="checkbox"/>	OTHER Tax								
Request Initiated By (check one)	<input type="checkbox"/>	Campus			Campus Contact:									
	<input type="checkbox"/>	UWSA SFS			SFS Contact: Eric Engbloom, Janet Larson, Liv Goff									
	<input type="checkbox"/>	Grants			Grants Contact:									
	<input type="checkbox"/>	Travel			Travel Contact:									
	<input type="checkbox"/>	LAST			LAST Contact:									
	<input type="checkbox"/>	DoIT			DoIT Contact: Colleen Sims									
Date of Request	7/29/09				Preferred Delivery Date				October 2009					
Request status	<input type="checkbox"/>	In Review		<input type="checkbox"/>	Approved		<input type="checkbox"/>	Not Approved		<input type="checkbox"/>	Deferred		<input type="checkbox"/>	Withdrawn

Business Justification:

Provide a description of the request. Identify who will benefit and how. Include any quantitative data that would clarify the scope and impact of the requested change. Include estimates supporting financial savings that would be realized with this change.

Several programming changes are needed to correct 1099/1042S information for calendar year 2009.

Detailed Requirements:

Provide a detailed description of the new functionality requirements. State the requirements in terms of expected functionality. If the change applies to an existing module(s), interface(s) or bolt-on(s), identify it. If known and applicable, specify security and menu requirements.

1099/1042S programming fixes for calendar year 2009

Priority	Change Request	Process / Table / Panel	Programming Request
Hi		APYQ3037	<p>1. 1099 print (APYQ3037) and 1042-S printouts (APYQ3041) include a 'W' at the end of our UW taxpayer ID #. The 'W' is a holdover from prior year's that should be deleted. For 1099s – see payer info box in upper left corner on the bottom row. For 1042-S – see box 9. Priority: High.</p> <p>Eric Engbloom will attach examples</p>
Hi		APYQ3037 APYQ3041	<p>2. 1099 print box 17 (APYQ3037) and 1042-S printouts box 24 (APYQ3041) need a change in the Payer's state tax number. Our Wisconsin EIN number of 20608 changed to the Tax Account Number of 036-1020421203-05. The dashes can be eliminated and all fifteen digits can run together on the forms. Priority High. Hold for Payroll</p>
		APYQ3042	<p>a. The 1042S electronic file program (APYQ3042) also needs this change in Q-record field positions 728-737, but the IRS file has a field size limitation of 10 digits which means Payroll must let us know which 10 digits to place in the field. Priority: High, but put a hold on this change until further info from Payroll. Hold for Payroll</p>
			<p>b. The 1099 electronic file to the IRS does not contain this number so NO change needed.</p>
Hi		APYQ3042	<p>3. 1042S file program (APYQ3042). For about 115 lines the net income was blanked out. Gross income was okay, withhold allowance was zero / blank on the file which was okay, but the Net Income should have equaled Gross income. Instead the Net income was blank on the file. I manually entered the net income for these into the .txt file before sending to Payroll. Priority: High.</p> <p>Eric Engbloom will attach examples</p>
Hi		APYQ3040	<p>4. 1042S Summary (APYQ3040) report error: Withholding Allowance less than zero. This happened to two non-resident entertainers with state tax withheld and income code of 20. However, the W/H Allow should not be calculated for income code 20 (only 15 & 16). Priority: High.</p>
Lo		APYQ3040	<p>13. 1042S Summary (APYQ3040) report error: Province code is missing for Canada. The individual's address was in France so there should be no Province code error. The program should look at the 1099 address country code for this error, not the 1042S Country code for tax purposes. (Nice to have).</p>
Lo		APYQ3040 APYQ3041	<p>11. 1042S Summary (APYQ3040) and print (APYQ3041) didn't summarize into one line for the same codes for some individuals. That meant that two 1042S forms were printed for some individuals. (Nice to have).</p>
Lo		Table: UW_1099_DETAIL 1042S Panel APYQ3041 APYQ3042	<p>12. 1099/1042S detail table UW_1099_DETAIL doesn't have 1042S Withholding Allowance. The 1042S panel and the print (APYQ3041) and file program (APYQ3042) must automatically do the calculation? (Nice to have).</p> <p>ON HOLD - WE WILL NOT DO THIS FOR 2009</p>

Hi	APYQ3036APYQ3038	5. Need edit added to catch invalid SSN's in 1099 Summary (APYQ3036). This affected both the 1099 print (APYQ3037) and file (APYQ3038). A 1099 printed where the SSN dropped the 6 th digit (which was a 0) so the SSN was printed as only 8 digits. Others also printed with only 8 digits. The 1099 File also included people with only 8 digits in SSN. These may have been from the 3030 program which is now obsolete. If they are from manual entries, we may be able to add data verification at the entry page. Priority: High. Eric Engbloom will attach examples
Hi	APQ3038 APYQ3046	6. 1099 File (APYQ3038) and 1099 Correction File (APYQ3046): The A-record needs two more IRS codes (6 and C) added to field positions 28-41. (Needs 123467C left justified with remaining positions blank). This reflects the added IRS codes for medical and attorney payments. Eric manually fixed the file this year. Priority: High. Eric Engbloom will attach examples
Hi	APYQ3046	7. 1099 File (APYQ3038) and 1099 Correction File (APYQ3046): The Attorney fees (IRS code 14) were placed in the wrong field positions in the file. They should be put in Pay Column C (187-198). (This was the first year we reported these and they were put in Pay Column E (211-222) by mistake which should be zero filled). Eric manually fixed the file this year. Also check summary rows C- and K- records for correct column totals. Priority: High.
	APYQ3037 APYQ3041	8. Want to add an email address and phone number in the big blank box on the 1099 print (APYQ3037) and 1042-S printouts (APYQ3041). Questions? (608)890-1655, taxreporting@uwsa.edu (or something like that). Priority: High. Eric Engbloom will attach examples and get email address from OIS
Hi	APYQ3042	9. 1042S file (APYQ3042): Deb had several errors when their file was sent to the IRS. Priority: High.
	APYQ3030 APYQ3052 APYQ3035	a. Invalid characters. We need to check for characters that the IRS does not accept such as () ; : in the file. Ideally, the load program APYQ3035 should find / replace any invalid characters with a blank and the APYQ3052-detail report should have edits to catch any that may get manually entered in the 1099 / 1042S panel. (See multiple emails from Deb 3/11/09).
		i. Valid characters: Valid characters for all name and address fields are alpha, numeric, blank, ampersand (&), hyphen (-), comma (,), apostrophe ('), forward slash (/), pound sign (#), period (.), and the percent (%) - the percent [% (used as "in care of")] is valid in the first position only.
		ii. Invalid characters: Deb went thru a normal keyboard and here are the invalid keys that should not be used anywhere in the file: ~ ` ! @ \$ ^ * () = + { } [] ; : \ " < > ? There are also some special characters in names or address that are unique to a language other than English that cannot be used either, such as: å ñ ø ü æ.
	PANEL?	b. IRS error #2 and #3. – There was one case. Country code of FI for Finland and state is AZ for someone. Can't have both U.S. state and foreign country for the address. Possible fix: Edit on panel to check the foreign country indicator box if a foreign country is selected and edit to cross check a U.S. state against the foreign country code indicator? Eric Engbloom will attach examples
Lo		10. A new process for automating a way to load 1042S records rather than having to key them in. Possibly use the MIF load program APYQ3030. (Nice to have).

Processing Alternatives

Provide alternatives for consideration that may satisfy the business requirements. These should include business process changes as well as system changes. Can a manual process or a combination of manual and automated processes satisfy the SFS Change Request requirements?

If these changes are not completed, manual data editing will need to be performed before tax data can be submitted.

Prioritization is listed for all changes. Lo priorities should only be completed if time permits.

Recommendations

Identify the preferred alternative. Include a comparison between the alternatives and a rationale for the recommendation.

**Note: When completed forward to Dwan Schuck – Director of Financial Operations
SFS Change Manager**

Via Email: dschuck@uwsa.edu Questions: Phone 262-5632