



# **1042-S Pro 2013 Help Manual**

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# 1042-S Pro

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*1042-S Pro is the easiest and most advanced software for filing all of your 1042-S forms. 1042-S Pro prepares form 1042-S on plain paper and allows you to print recipient copies B, C & D on one page and instructions to a separate page. With 1042-S Pro, you can file forms electronically.*

*This help manual will assist you with instructions and operations on how to use 1042-S Pro.*

# 1042-S Pro® 2013

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# 1 Getting Started



## Welcome to 1042-S Pro 2013

### [Getting Started](#)

A brief history of 1042-S forms and an overview of Printing, Mailing and Filing your Tax Forms.

### [Getting the Most out of 1042-S Pro](#)

Adding Filers and Recipients, Importing Data, Inputting Data, Control Total Reports, Printing Forms, Multi-User/Network Installation, Security & Administration, Backup Data, Create Corrections, Align Forms, IRS Instructions, SSA/ System.

### [Important Dates](#)

SSA Deadlines for Printing and Mailing your Forms and Deadlines for Filing your Forms.

### [Support](#)

Contact Number for Technical Support, Service Bureau. Online Flash Tutorials. 1099Pro Website Addresses and Compliance Websites, Registration & Upgrades

1042-S Pro 2013 will help you create, print, and file tax forms. Supported forms include 1042-S, 1042-T and corrections.

Ver: 9/9/2013

## 1.1 Disclaimer

### Disclaimer

The 1099 Pro, Inc. methodology of flagging errors & warnings is merely a tool to help detect *some* of the possible inconsistencies or omissions in your data. 1099 Pro, Inc. does not assert that our system of detecting Errors and Warnings matches that of the IRS/SSA or that our system will detect any or all errors in your data. You may in fact have records that flag no Errors or Warnings and the IRS/SSA may both reject your files and or records and assess significant on the data or lack of data that you submitted or did not submit. 1099 Pro, Inc. assumes no responsibility or liability for the detection of errors, omissions, inconsistencies, warnings, formatting, accuracy or compete filing or processing of your data. This software application identifies many, but not all, of the most common format errors in information compliance submissions. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this application. Even if no errors are identified by this software, your submission could be returned or you could be penalized because of other errors.

## 1.2 About 1099 Pro, Inc.

### About 1099 Pro, Inc.

#### **1099 Pro, Inc.**

Founded in 1989, 1099 Pro, Inc. is a market-leading provider of information-reporting solutions & services for 1099, W-2 and 1042-S filers. 1099 Pro develops and markets a comprehensive range of products that enable any size business or institution to effectively manage and be compliant with IRS requirements. 1099 Pro products range from Client Server / ASP applications (capable of filing over 100 million records) utilizing a MS SQL back end with a multi-year presentation of forms via Internet Explorer, to desktop software products for filing from 20 – 100,000 forms, to [eFileMyForms.com](http://eFileMyForms.com) for internet filing of < 20 forms. Adjunct products include secure Hosting and Services for information processing, printing, filing and penalty abatement. With the ever-changing IRS laws and regulations, 1099 Pro develops new services, solutions, and software enhancements, remaining ahead of the curve of the industry. 1099 Pro is a Microsoft Certified Partner; MBE certified and has received SSAE 16 SOC I Type II certification.

#### **Software offered by 1099 Pro, Inc.**

##### *Tax Pro*

Prepares forms W-2, W-3, 1099-INT, 1099-MISC, and 1096. Supports printing to pre-printed forms, and electronic filing to the IRS/SSA.

##### *W-2 Pro*

Prepares forms W-2, W-2C, W-3 and W-3C transmittals. Supports printing to blank or preprinted forms. Through the software you can generate a formatted transmittal file for the SSA site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing.

##### *1042-S Pro*

Prepares form 1042-S on plain paper and allows you to print recipient copies B, C, and D on one page with instructions on a separate page. Through the software you can generate a formatted transmittal file for the IRS Fire site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS.

##### *1099 Pro Professional*

Professional edition offers a streamlined and cost effective answer to your tax season. Prepares printing and paper filing for all forms in the 1098, 1099, 3921, 3922, 5498 and W-2G series. For an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS/SSA.

##### *1099 Pro Enterprise*

Enterprise software is a powerful information reporting solution designed with simplicity in mind. Enterprise supports the processing, printing, and paper or electronic filing of forms from series 1098, 1099, 3921, 3922, 5498, and W-2G. Through the software you can generate a formatted transmittal file for the IRS Fire site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS/SSA.

##### *1099 Pro Corporate Suite*

The 1099 Pro, Inc. Corporate Suite software combines the power of our Professional and Enterprise software with the speed, performance, and security of Microsoft's SQL Server technology, making it the ultimate solution for businesses. Corporate Suite supports the processing, printing, and paper or electronic filing of forms from series 1097, 1098, 1099, 3921, 3922, 5498, W-2, W-2G, and 1042-S.

Through the software you can generate a formatted transmittal file for the IRS Fire site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS/SSA.

## The 1099 Pro Service Bureau

The 1099 Pro, Inc. Service Bureau was established for the purpose of helping companies ease through the tax season successfully. The Service Bureau features a highly secure SAS70 Type II and PCI Compliant environment, configured to process an unlimited amount of records and form types. The Service Bureau can print and mail records to your recipients, display records online securely via the Web Presentment service, and electronically file your records with the IRS. Continue reading to learn more about the services that 1099 Pro offers. Using the simple upload wizard and secure FTP agent available in your 1099 Pro software, you can easily transmit your records for printing, mailing, or filing. To make sure you are taking full advantage of our information reporting solutions, we offer free tech support via phone or live chat.

### Services offered by 1099 Pro & the Service Bureau Include:

#### *Filing*

We can handle any volume of records for electronic filing. An upload feature, which safely sends your file directly to our Service Bureau, is built in to every version of the 1099 Pro, Inc. software.

#### *Print & Mail Services*

Printing, mailing, and electronic delivery services are available! Our SSAE 16 SOC I Type II Service Bureau offers a secure, efficient, and friendly solution.

#### *Bulk TIN Matching*

The Service Bureau can transmit your file to the IRS Bulk TIN Matching Program. A transmission of up to 100,000 records is simple via the 1099 Pro software's upload wizard and secure FTP agent.

#### *Hosting*

Our hosted service provides unparalleled speed, security, and bandwidth in which to run 1099 Pro Software. Our Qwest CyberCenter facilities are connected with OC-768 bandwidth to our state-of-the-art fiber optic IP network.

#### *Independent Contractor Reporting*

Many states require ICR reporting in their efforts to collect child support and alimony. You can report payments that you make to contractors by visiting [IndependentContractorReporting.com](http://IndependentContractorReporting.com), brought to you by 1099 Pro, Inc.

#### *CA592*

California now requires 7% withholding and quarterly reporting when making payments to non-California residents. 1099 Pro, Inc. offers [CA592.com](http://CA592.com) as the best solution for form CA592.

#### *Electronic Delivery*

Give your recipients the option to access their forms from a secure internet site instead of receiving a mailed form. The electronic delivery option significantly reduces costs.

#### *Printing & Mailing with Web Presentment*

The Service Bureau can make your forms available for online viewing and reprinting via our secure internet site.

#### *Web Presentment Only*

Print and mail your forms in-house and have them available to view via our secure internet site.

#### *Pressure Seal Printing*

Our Pressure Seal paper stock, for customers uploading forms for printing and mailing, adds additional security for recipients. This eliminates the chance for information to be viewed through an envelope window.

#### *Full Service*

Throughout the year, our regulatory team will work with your team to process your payee and payment information, imports, and balances, as well as reconcile posted information to your business areas. Additionally, we will produce all federal/state returns, act as a transmitter on your company's behalf, and generate payee statement files, B Notices, and management reports for you.

## 1.3 Getting the Most out of 1042-S Pro

### Getting the Most out of 1042-S Pro

#### Filers

[Add a Master Filer](#) [Add an NQI Filer](#) [Delete a Master Filer](#) [Delete an NQI Filer](#)

#### Recipients

[Add an Recipient](#) [Delete A Recipient](#)

#### Tax Forms

[Create a Tax Form](#) [Changing Tax Forms](#) [Delete a Tax Form](#)

#### Data

[Roll Forward Data](#) [Backup Data](#) [Import Data](#) [Export Data](#) [Create Corrections](#)

#### Printing

[Print a Tax Form](#) [Reprint a Print Session](#) \

#### File w/ IRS

[Create a 1042-T](#) [Create electronic file](#) [Upload to Service Bureau](#)

#### Security:

[Assign Users & Passwords](#) [View Audit Trails](#) [Multi-User/Network Installation](#) [Security & Administration](#)

#### Miscellaneous

[View IRS Instructions](#) [Contact Technical Support](#) [Print Status Overview](#) [Prepare Corrections](#)

## 1.4 Overview

### Overview

#### What is a 1042-S Form?

Every withholding agent must file an information return on Form 1042-S to report amounts paid during the preceding calendar year. However, withholding agents who are individuals are not required to report a payment on Form 1042-S if they are not making the payment as part of their trade or business and no withholding is

required to be made on the payment. For example, an individual making a payment of interest that qualifies for the portfolio interest exception from withholding is not required to report the payment if the portfolio interest is paid on a loan that is not connected to the individual's trade or business. However, an individual paying an amount that has actually been subject to withholding (e.g., U.S. source alimony) to a nonresident alien is required to report the payment, whether or not the individual actually withholds because the individual is required to withhold on the payment.

You must file a Form 1042-S even if you did not withhold tax because the income was exempt from tax under a U.S. tax treaty or the Code, including the exemption for income that is effectively connected with the conduct of a trade or business in the United States, or you released the tax withheld to the recipient. Amounts paid to residents of U.S. possessions and territories are not subject to reporting on Form 1042-S if the beneficial owner of the income is a U.S. citizen, national, or resident alien.

**Note:**

If you are required to file Form 1042-S, you must also file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons. Follow the link to the IRS site for more information on [Form 1042](#).

**Who we are?**

1099 Pro, Inc. provides 1042-S software for filing 1042-S forms and many others. 1099 Pro, Inc. carries a complete line of tax supplies including: 1099 forms, W-2 forms, 1042-S forms and envelopes. We also offers print, mail and electronic filing services in the form of our Service Bureau.

**The 1099 Pro, Inc. Service Bureau**

**(SSAE 16 SOC I TYPE II)**

The Service Bureau is a Print/Mail/E-Filing service offered to users of 1042-S Pro software. All of our software products allow the creation of a data UPLOAD file which can be easily transmitted to our Service Bureau. We can then print and mail the appropriate forms on your behalf and/or electronically submit your file to the IRS or SSA. We can process any number of filers, recipients, and form types.

**Why should I use the Service Bureau?**

The 1099 Pro Service Bureau has provided Print/Mail/E-Filing services to thousands of our users. Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. We've made the process simple:

1. Purchase the 1042-S Pro software package.
2. Call our Service Bureau to set an appointment date. This is the day we set aside to process your data. Due to the extremely high volume, it is important to provide at least a few days between the time that you set your appointment and the actual appointment date. We must have your data by the agreed upon appointment date to ensure that it is mailed or filed by the IRS deadline.
3. Manually enter or import your data into your the 1042-S Pro software.
4. Create an upload file within your 1042-S Pro software.
5. Upload the file via HTTPS on or before your appointment date. While HTTPS is the fastest, most efficient way for us to process your file, Email and FTP upload options are made available to you as well..

If you have questions about specific tax regulations or regulatory services, please contact

IRSCompliance.org via

**Phone:** 877 TAX-REGS (877) 829-7342

**Email:** [compliance@IRSCompliance.org](mailto:compliance@IRSCompliance.org)

## 1.5 System Requirements

# System Requirements

1042-S Pro 2013 minimum system requirements include:

- Windows 2000/ME/XP/2003/VISTA/7/2008
- 32 or 64 bit operating system compatible
- Intel Pentium II/Celeron or AMD Athlon/Sempron/Turion (Minimum)
- 256MB RAM (512MB or more preferred)
- 100+MB free hard drive space
- For use with ANY Windows compatible printer
- Windows compatible network (optional)

\* Some Deskjet, Inkjet or Bubblejet printers may not print to the bottom 1/2-inch of paper. Dot-matrix printers are not compatible.

## 2 How Do I...?

### How Do I...?

This section will guide you through some of the basic functions of using 1042-S Pro, once you have gone through this brief section you will be ready to start using 1042-S Pro. If you have any more questions please browse all of our help topics, remember, you can press F1 from any screen in 1042-S Pro and it will take you to the appropriate help topic section.

## 2.1 Registration

### Registration

The 1042-S Pro 2013 demo is fully functional with the exception of the print mechanism (only sample data prints). **To print your data you must purchase and register the demo.**

#### Register Demo

Users may register 1042-S Pro as prompted during the installation routine. To register the demo after installation follow these steps:

1. At the [menu bar](#) go to Registration and Upgrades.
2. Enter your [Registration Code](#) and click "Activate Now".
3. A window displays your registration code, edition, user license and available record [transactions](#).

#### Registration Code

A registration code (aka activation code or product ID) is provided upon proof of payment. Registration codes are 14 alpha/numeric characters (e.g., OJ91234567XXXSE). Your registration code indicates the edition, user license and number of record [transactions](#) purchased.

Registration codes may be purchased online at [www.1099pro.com](http://www.1099pro.com) or by contacting Sales at (888) 776-1099.

## 2.2 Roll Forward Utility

### Roll Forward Utility

Transfer filer and recipient data from 1042-S Pro 2012 into 1042-S Pro 2013.

#### Roll Forward

During installation the wizard automatically looks for prior year data files. If files are located the wizard prompts



to "Copy 2012 Filers to 1042-S Pro 2013" and to "Copy 2012 Recipients to 1042-S Pro 2013".

**Note:** During the process of rolling forward your data you may encounter a situation in where your 1042-S Pro checks for but does not immediately see your data. Perhaps your data is located in another location such as on a floppy disk or possibly on a location on a network server. (i.e. X:\Company Name \2012data\_1042)

Place a check mark in the box ["YES"] which tells 1042-S Pro that you want to select a different location other than the default directory for your prior years data. Browse to the directory where your prior years data is located then proceed in rolling forward your data. You may also run into a problem where if the data you want to rollover is relates to a year prior to your last years data you may need to update it by performing a check for updates in your software. See [Web Updates](#) on how to perform this function.

Use [keyboard shortcuts](#) to access your recipient data.

## 2.3 Select a User

### Select a User

The "Select a User" screen displays all people that have logged in to utilize the software. Use this screen to select an individual user for [querying](#) or [reporting](#) purposes.

## 2.4 Set Form Filter

### Set Form Filter

Forms must be printed by type; select from Original, Voided, Corrected, Pro-Rata Original, Pro-Rata Voided or Pro-Rata Corrected.

Each type also requires its own 1042-T Transmittal.

## 3 About Corrections

### About Corrections - An Overview

#### When do I need to create a correction?

If you filed a Form 1042-S with the IRS and later discover you made an error on it, you must correct it as soon as possible. If you fail to correct Form(s) 1042-S, you may be subject to a [penalty](#).

#### Do I need to file corrections with the IRS?

If any information you correct on Form(s) 1042-S changes the information you previously reported on a 1042-T Transmittal, you must also correct the 1042-T Transmittal by filing an amended return. If you fixed any errors before sending your data to the IRS then you do not need to file a correction with the IRS.

#### Do I need to file corrections with my Recipients?

The IRS requires that you provide statements to recipients showing any corrections as soon as possible.

- If you sent out forms with incorrect data to your recipients, but not to the IRS, then consider sending your recipients a revised statement from 1042-S Pro that has the good data on it. We recommend that you indicate the statement is revised by manually checking the Corrected box with a pen. This will aid the recipient to distinguish the revised (good) statement from the previous Form 1042-S they received.
- If you sent out forms with incorrect data to your recipients AND to the IRS then you must do a formal correction that will go both to the IRS and your recipients. You can correct any form that 1042-S Pro thinks

has been filed with the IRS. Forms with a status of Filed or Uploaded can be corrected as discussed at the [Create Corrections](#) topic.

#### For More Information ...

The IRS instructions regarding paper corrections are discussed in the the [Instructions for Forms 1042-S](#) topic.

## 3.1 Corrected Options screen

### Corrected Options Screen

The Corrected Options screen is a useful tool for viewing corrected and voided forms; as well as for printing corrected and original forms.

#### Things to keep in mind:

- All forms (corrected, original and void) are available at the ["Work with My Tax Forms"](#) screen.
- A corrected or void form may not necessarily be near its original form. Forms may have different TINs or names and be sorted accordingly.
- All corrections require two forms, corrected and void, to be filed with the IRS.
- All corrections may be submitted on paper UNLESS there are [250+](#) corrections per filer. 1042-S Pro does NOT support electronic corrections; please contact the [Service Bureau](#) with any questions.
- Audit trails do not track changes for corrected forms.
- 1042-S Pro does NOT process corrections of already corrected forms. Prepare such corrections manually.

### Reprint Corrections

Forms with a "Corr/Pending" or "Pend/Void" status are not available for reprints. Print such forms via the [Print Wizard](#).

#### To reprint corrections

1. At the ["Work with My Tax Forms"](#) screen highlight any corrected record *without* a pending print status. Click the "Change" button.
2. At the Corrected Options screen click the "Reprint Correction Form" button.
3. The Administrator prompts to reprint ALL associated corrections or just the selected form.
4. At the Print Options screen select the copies to print. **All copies, including Copy A, may be printed to blank paper.**
5. Select the sort order to print forms (this field is ghosted if only one record is selected for print):
  - By Last/Company Name (default)
  - By TIN
  - By Zip Code (use to presort mailings for the post office)
  - By State Abbreviation
6. Enter an optional message to print in the upper right corner of the form(s).
7. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

### Reprint Originals

Use to reprint the original form, prior to any corrections.

#### To reprint originals

1. At the ["Work with My Tax Forms"](#) screen highlight any corrected record. Click the "Change" button.
2. At the Corrected Options screen click the "Reprint Original Form" button.
3. At the Print Options screen select the copies to print. **All copies, including Copy A, may be printed to blank paper.**
4. The "Select the Sort Order to Print Forms" field is ghosted because only one record is selected for print.
5. Enter an optional message to print in the upper right corner of the form(s).
6. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

### Reset Corrected Forms

Only corrected and void forms with a printed status (Corr/Printed or Print/Void) may be reset to pending status (Corr/Pending or Pend/Void).

#### To reset corrections

1. At the "[Work with My Tax Forms](#)" screen highlight any corrected or void printed record (Corr/Printed or Print/Void). Click the "Change" button.
2. At the Corrected Options screen highlight the record and click the "Reset" button.
3. The Administrator prompts to confirm the reset. Click "Yes" to continue or "Cancel" to abort.
  - The form is immediately reset to its prior status (Corr/Pending or Pend/Void) and is now available for deletion.

#### Delete Corrected Forms

Only corrected and void forms with a pending print status (Corr/Pending or Pend/Void) are available for deletion. Deleting a corrected form automatically deletes the associated void form. If associated corrected and void records have different print status (for example, Corr/Pending vs. Print/Void) both records must first be reset to pending (see Reset Corrected Forms) prior to attempting the deletion.

#### To delete corrections

1. At the "[Work with My Tax Forms](#)" screen highlight any corrected with or void pending record (Corr/Pending or Pend/Void). Click the "Change" button.
2. At the Corrected Options screen highlight the record and click the "Delete" button.
3. The Administrator prompts to "Undo this correction and delete all corrected/related forms?" Click "Yes" to continue or "Cancel" to abort.
  - The deleted forms immediately exits the Corrected Options screen and reverts to the "Work with My Tax Forms" screen with its pre-corrected print status.

## 3.2 Corrections Tutorial

### Corrections Tutorial

1042-S Pro simplifies the process of generating and tracking paper corrections. Prior to creating your corrections please review [About Corrections](#). The IRS prefers you process corrections as soon as possible after you discover an error. Failure to correct Form(s) 1042-S may subject you to a penalty.

#### Create Corrections

Only records with a Filed 1042-T, Filed Mag or SB Upload status are available for corrections. Remember, if you have not yet filed with the IRS, you do not have to generate a correction. Simply modify the record and send the revised form to the recipient. (We recommend manually marking the Corrected checkbox with a pen to avoid confusion on the part of the recipient.)

When processing a correction, 1042-S Pro automatically generates both a CORRECTED and VOID form.

#### To correct a record

1. At the "[Work with My Tax Forms](#)" screen highlight a filed\* record and click "Change" to access the Protected Form Update Options screen.
2. Click create correction. Click the "Create Correction" button to display the form with all original data.
3. Make any necessary changes, additions or deletions to the form.
  - **Any changed values or amounts turn blue.**
  - The status window (at the bottom of the form) displays the type of correction and who must receive a copy of the correction.

- While correcting a record, use the "View Original" button to view your original form and/or data.
4. Save changes to access the Corrected Options screen where you can print copies of corrected\*\*, void\*\* and original forms.
    - To **print ALL corrected forms at one time** or to **print corrected forms with a pending status**, use the [Print Wizard](#). Remember to print both the Voided and Corrected forms.
    - Mail corrected returns to the recipient as soon as possible.
  5. **IMPORTANT:** All corrections at this point have either a Corr/Pending or Pend/Void print status. Similar to regular records, you need to print BOTH the corrected and voided records and assign them a Corr/Printed and Print/Void status. You must then generate two 1042-T Transmittals (one for the corrected form(s) and another for the voided form(s)) for submission to the IRS.

\* Filed records include those with a Filed Mag, SB Upload or Filed 1042-T print status.

\*\* Corrected records with a pending (Corr/Pending or Pend/Void) print status cannot be printed at the Corrections Options screen. Print these records from the Print Wizard.

## 3.3 Void Records

### Void Records

When creating a correction 1042-S Pro automatically generates both a CORRECTED and VOID form. This is per IRS instructions that require corrections of a previously filed Form 1042-S to consist of 1) a VOID of the original Form 1042-S and 2) a new Form 1042-2 with the CORRECTED information. Therefore, there are few reasons to manually void a form as it is only *half* of a correction. Nonetheless, 1042-S Pro does allow filed records to be individually voided.

See [Create Corrections - A Tutorial](#)

### Void a Record

Only filed\* records may be voided. Records are assigned a Pend/Void status after a successful void. Such records are treated like any other correction from that point forward (see [Corrected Options](#)).

#### To void a record

1. At the "[Work with My Tax Forms](#)" screen highlight a filed\* record and click "Change" to access the Protected Form Update Options screen.
2. Void form. Click the "Void Filed Form" button to instantly void the record.
3. At the Corrected Options screen you can print copies of void\*\* forms.
  - To **print ALL void forms at one time** or to **print void forms with a pending status**, use the [Print Wizard](#).
4. All void records at this point have a Pend/Void print status.

\* Filed records include those with a Filed Mag, SB Upload or Filed 1042-T print status.

\*\* Void records with a pending (Pend/Void) status cannot be printed at the Corrections Options screen. Print these records from the Print Wizard.

## 4 Security and Administration

### Administration (Overview)

#### Global Administrative Options

## Security

Through the use of passwords and access rights you can restrict users and thereby protect sensitive company data.

### Add/Update Individual Users

Administrators can use the Add/Update Individual Users screen to create users and assign them to specific tasks.

See [Adding and Updating Users](#)

### Access Groups and User Profiles

Create a new Access Groups and User Profiles based on your own custom settings. Your groups will be available when adding or changing a user and will be included in all [security reports](#).

See the **Security Overview** for more information

### Passwords

Passwords can help protect sensitive company data.

See [Passwords](#) for more information

### Security Access Logs

The Security Access Log tracks every time Security or Audit Trails are enabled or disabled. If Security is enabled, the Security Access Log also tracks all logon attempts.

See [Security Access Logs](#)

### Security Reports

1042-S Pro offers numerous reports to track users and access groups. These security reports are available only to administrators or users with administrative rights.

See [Security Reports](#)

### Turn On/Off Security

1042-S Pro offers two levels of security; on and off.

If security is enabled, access to 1042-S Pro is limited to users with valid User ID/Password combinations. These users are restricted to specific tasks assigned by the Administrator. This performs a two fold method of protecting sensitive company data.

See [How to Enable or Disable Security](#)

## Tax Form Audit Trail and Action Logging Options

### View Audit Trail Records

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and [cascading](#) changes to all tax forms (the [Record History](#) screen allows the viewing of individual tax forms only).

See [Master Audit Trail Browser](#).

### Purging Audit Trail Logs

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1042-S Pro is compromised, older records may be purged. For most users however,

purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

See [Purging Audit Trail Logs](#) for more information.

## Program Options

### Other Rules and Settings

Preference items allow you to customize 1042-S Pro software.

See [Setting Preferences](#) for more information.

## 4.1 Security Overview

### 4.1.1 System Security Settings/Password Requirements: Step 1

#### Step 1: Setting Password Requirements

The Security Preferences/Passwords requirements section allow you to configure details regarding a user's password such as password length, lockout settings, expiration, and password format. For Corporate Suite users you can also set the login type such as tying Corporate Suite security into Windows Active Directory security.

1. To configure password/login requirements click the **"Set Password requirements"/"Set Security Preferences"**(Corporate Suite) button.
2. At the **"Modify System Security Settings"** window, you have the option of configuring the following settings:
  - a. **Login Type: (Corporate Suite Only)**
    - Default: Requires the user to enter the username and password assigned to during user creation (Step 4).
    - AutoFill: Pre-fills the login dialogue with the Windows User Name. When creating users you must use the same login name they use for Windows for this to be useful.
    - Active Directory: Removes login prompts instead using the Windows Domain/Username/Login that the user logged into their computer with. The username in our software must match the username they log into Windows with.
  - b. **Minimum Password Length:** Defines the minimum character length the password can be. Length ranges from 5-15 characters
  - c. **Lock a User ID after this many invalid login attempts:** Sets the maximum number of times a user can fail to log in before needing to have their account

unlocked by an administrator.

- d. **Days before a password expires:** Sets the length of time a user's password is valid before they must choose a new one.
- e. **Days to warn a user before their password expires:** Defines when the software will begin notifying when the user's password is going to expire.
- f. **Times before a password can be used again:** Defines how many different passwords must be used before a user can use the same password again.
- g. **Require at least One (1) Uppercase Character:** Determines whether or not there must be at least one uppercase character in a User's password.
- h. **Require at least One (1) Lowercase Character:** Determines whether or not there must be at least one lowercase character in a User's password.
- i. **Require at least One (1) Numeric Character:** Determines whether or not there must be at least one numeric character in a User's password.
- j. **Require Special Characters in Password:** Determines whether or not special characters (i.e. !, @, #, \$, % ,^, etc) are required in a User's password.

Note: You must specify which special characters may be used before enabling this option (see "K" below).

- k. **Special Characters (Up to 15):** Define special character's which may be used during password creation.

## 4.1.2 Security - Access Group: Step 2

### Step 2: Creating and Managing Access Groups

Access Groups allow an Administrator to define the Program Areas and Form types that a User will have access to, as well as the level of access that they will have to them. Users will only have the rights specifically assigned to them any rights not assigned are denied by default.

The rights available within 1099 Pro are View/Access area, Create, Modify, Delete, Report, Correct, Print, and Reset/Void where applicable.

1. To create or modify an Access group begin by clicking "**Create and Manage Access Groups**" from within the "**Security Options**" window.
2. Click "**Add**" to create a new access group. You may also select "**Change**" to modify any access groups you have already created or to view the contents of a built in Access Group. 1099 Pro comes with multiple built-in access groups. Built in groups are in a teal color on this screen and cannot be modified or deleted.
3. After clicking the "**Add**" button the "**Update Access Group**" window will open. Here you will assign

the rights to Program Area's and Forms.

The Access Group would only have access to the Form W-2G for purposes of data entry/correction but would be unable to run reports or print forms for W-2G. This group would have ability to import all forms.

To assign rights use the following steps:

- a. Specify a Group Name for your Access Group by clicking the "**Group Name**" field.
- b. Tag the program Area or Form type that will be configured. To tag a selection highlight the line and use the "**Tag**" button or click in the tag column next to the Form or Program area you want to update.
- c. After tagging the line click "**Modify**"
- d. The "**Modify Access Rights**" window will open and allow you to assign specific rights to the form or program area by clicking the check box to the left of the form you wish to modify.
- e. Click "**Save**" when you are done modifying Access Rights to the form or program area.
- f. If you are done modifying Access rights click "**Save Group**" to exit and save your changes. If you wish to modify more Area's or Groups repeat steps 2 – 5.
- g. If you wish to abandon all changes simply click
- h. "**Cancel**".

**Note:** If you "**Tag**" a Program Area or Form type and do not assign any other rights to it, you have created a "**View only**" access rule. This will allow you to enter an area or form but not to you will be unable to make changes.

4. You will be returned to "**Access Group**" screen. You can continue to add or edit Access Groups from here. When you are done click "**Close**" to return to the "**Security Options**" screen.

### 4.1.3 Security - Manage Profiles: Step 3

#### Step 3: Create and Manage User Profiles

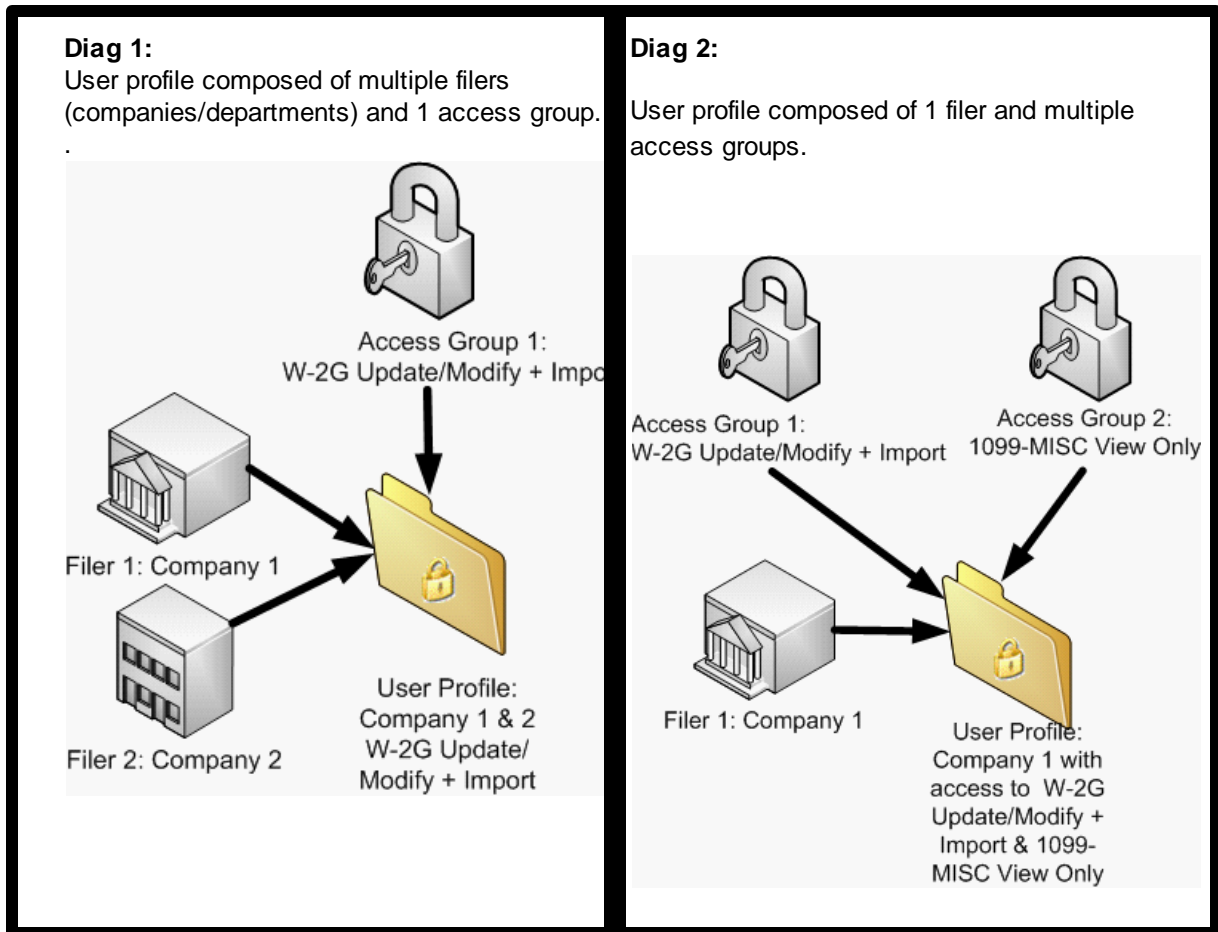
User Profiles allow you to apply Access Groups to specific Filers/Departments. When you assign a user to this profile (Step 4) they will only have the specific rights granted by that Access Group on the specified Filers.

1099 Pro's built in User Profiles are applied to all filers.

**Note:** In order to access the 1099 Pro system, a User must have rights to AT LEAST 1 Filer, in other words, they must be assigned to at least 1 User Profile.

The diagrams below illustrate the components comprising a **User Profile**. In step 4 you will assign users to these profiles.





1. To create or manage an User Profile click **“Create and Manage User Profiles for Filers and Access Groups”** from within the **“Security Options”** window.

1099 Pro has built in User Profiles. Built in groups will be colored in teal and cannot be modified or edited.

**Note: By default, all built-in User Profiles will have access to all current and Future Filers**

2. Click **“Add”** to create a new user profile. You may also select **“Change”** to modify any User Profiles.

The **“Quick Assign”** button will walk you through these steps in a wizard. **“Clone Profile”** will allow you to clone a

previously created profile and then edit the Filers and Access Groups assigned to it.

3. After clicking “**Add**”, “**Change**”, or “**Clone Profile**” you will be working in the “**Update User Profile**” screen. Here you will assign Access Groups to Filers.

**To create or update a user profile follow these instructions.**

- a. Create a name for the User Profile.
  - b. Tag the Filers that you wish to have access to. To tag a selection highlight the line and use the “**Tag**” button or click in the tag column next to Filer(s) this profile will have access to.
  - c. Highlight the filer you wish to configure and click the “**Assign Access Groups**” button to attach Access Groups that were previously created to the profiles.
  - d. The “**Tag Access Group**” screen opens and allows you to select profiles that have previously been created (Step2).
  - e. After you are done selecting profiles click “**Save**” to exit. *NOTE: You will need to repeat steps C, D, and E for each filer that is in this profile.*
4. Upon exiting the “**Update User Profile**” screen you are returned to the “**User Profiles**” window. You can continue to add, change, or delete profiles here. Once you are done updating profiles click “**Close**” to be returned to the “**Security Options**” window.

#### 4.1.4 Security - Add/Update Individual Users: Step 4

##### Step 4: Add/Update Individual Users

Generally you will have one user for each physical user of the software. This section will guide you through creating, updating, and deleting Users.

1. To configure Users, click on the “**Add/Update Individual Users**” from within the “**Security Options**” window.
2. The “**Users**” window opens displaying a list of all current users in the software. The “**Add User**” button allows you to add a new user. The “**Change**” button allows you to modify an existing user or view the profiles they are associated with. The “**Delete**” button will remove a user from the system.
3. Clicking the “**Add User**” button will open the “**Adding a User**” window. Here you will input the login information that will be used to access the software. (or “**Change User**” in the case of clicking “**Change**” button.)

The information below will assist you in adding a new user or modifying an existing user:

- a. User ID: Enter that will be used to login.
  - **Note: Corporate Suite users using the Active Directory Login Type must use the same username that the user logs into their network with.**
- b. Password: By default all new accounts start with "NEW" as their password and cannot be edited here. You may set the requirements users must meet for passwords by clicking "**Set Security Preferences**" on the "**Security Options**" window.
- c. Lock Status: this field displays whether or not an account is locked due to login failures. Click "**Change**" to lock or unlock an account for use. Remember to reset the password if it is a case of the user forgetting their login information.
- d. **(Corporate Suite only)** Pre-W2K Domain: This is only used when Active Directory Login type is selected by clicking "**Set Security Preferences**" on the "**Security Options**" screen.
- e. Optional Information:
  - User Name: Provide the end users full name. This does not affect login.
  - Phone: Supply a contact phone number for the user.
  - Other info: This field can be used to store other info such as department, e-mail address, location etc.
- f. User Profile Membership: This field displays all of the User Profiles that the user is currently associated with. Step 5: will cover adding users to profiles.
- g. Click "**OK**" to complete adding a user or "**Cancel**" to abandon any changes.

*Note: built in accounts cannot be modified or deleted*

#### 4.1.5 Security - Add Users to a Profile: Step 5

##### Step 5: Add Users to Profiles:

This last step in configuring security will guide you through the process of assigning a user to a profile created during Step 3.

1. To add a User to a User Profile, click the "**Add/Remove Users from Profiles**" button located on the "**Security Options**" window.
  - On this "**Security – Assign Users**" ("**Available User Profiles**" in Corporate Suite)

screen you will assign the users you have created to a profile.

2. Select the profile you wish to add users to by clicking the “Available User Profiles” dropdown.

3. Tag the users that you wish to have applied to the selected profile.

- **Note: You must click “Save” prior to adding users to another profile.**
- To tag a user highlight the user and click “**Tag**” button or click in the column to the left of their UserID.
- **Corporate Suite Only:** you may also select which tax years users have access to under the profile.

4. Click “Save”/ “Save my Changes to this Profile/Year” (**Corporate Suite**)

5. Repeat the steps above to add users to additional profiles.

#### 4.1.6 Turn On/Off Security

##### Turn On/Off Security

##### Accessing Security

- To access the 1099 Pro security control panel, select “**File**” from the program menu and then select “**Security and Administration**”.
- From the “**Global Administrative Options**” window, click the “**Security Groups**” button on the left.
- Security status is displayed in the blue box toward the top of the window, next to the “**Security is currently: (On/Off)**” text. If security is not enabled, click on the “**Activate Security**” button to enable it. You will be prompted to restart the program to finalize this change.

#### 4.1.7 Passwords

##### Passwords

Passwords can help protect sensitive company data.

##### First Time Logon

If security is enabled during the [Welcome Wizard](#), the Administrator must create a new password the first time they logon to 1099 Pro.

1. In the User ID field enter **Administrator**, in the Password field enter **NEW**.
2. Click “**OK**”.
3. The Logon screen requires you to enter a new password.

Passwords must be at least 6 characters.

Passwords are case sensitive.

Password cannot be "NEW"

4. After successfully creating a password, Administrators are encouraged to create [Users](#).

## I Lost My Password!

If a User forgets their password the Administrator may reset it.

1. At the [menu bar](#) click on "**File**" and then on "**Security & Administration**".
2. At the Administration screen click "**Security Groups**", and then click on "**Add/Update individual Users**".
3. At the Browse & Update the List of Users screen select the User whose password needs to be reset and click "**Change**".
4. At the Changing a User screen click the "**Reset**" button. The password is automatically reset to "NEW". The next time the User logs into 1099 Pro they are required to change the password.

If the Administrator forgets their password they must contact [Technical Support](#). The purchaser of 1099 Pro must send a request stating that the Administrator password is lost and an unlock code is required. Upon receipt of this request, Technical Support will provide an unlock code good for that day only.

## 4.1.8 Security Reports

### Security Reports

1099 Pro offers numerous reports to track Users, User Profiles, and Access Groups. These security reports are available only to administrators or users with administrative rights.

#### To generate security reports

1. At the [menu bar](#) go to File and Security and Administration.
2. At the Administration screen click the "**View/Print Security Reports**" button. Available reports include:
  - **Print Users by Name:** Lists all users sorted by User ID.
  - **Users and Attached Profiles:** Lists all access users and all of the User Profiles they are associated with.
  - **Profiles and Associated Access Groups:** Lists User Profiles and the Access Groups, Filers and Departments they are associated with.
  - **Access Group Detail:** Lists Access Groups and all of the permissions assigned to them.
  - **Detailed Security Report:** Summarizes the User Profiles and Access Groups selected Users are

assigned to.

- **Security Log:** Generates a report based on the security audit trail.

3. All reports offer a print preview option.

## 4.1.9 Security Access Log

### Security Access Log

The Security Access Log tracks every time Security or Audit Trails are enabled or disabled. If Security is enabled, the Security Access Log also tracks all logon attempts.

### Browse & Manage the Security Access Log

1099 Pro includes predefined queries for sorting access log records including:

- **All Records:** Default selection that displays all records.
- **Access for One Date:** Select this query and then enter the date for which you want to show logs.
- **Access for One User:** Select this query and then click "**Select User to Show**" to pick a user, or click "**Show Records with No Users**" for any records with an unknown user.
- **All Special Events:** Details every time Security or Audit Trails are enabled and disabled.

### Purge Logon Records

The Security Access Log tracks all attempts to open 1099 Pro. If the log becomes so big that the performance of 1099 Pro is compromised, older records may be purged. When purging records **ONLY** successful log-on's are deleted.

**NOTE:** All purge attempts are permanently recorded in the log.

#### To Purge Logon Records:

1. On the "[menu bar](#)" click "**File**" and "**Security and Administration**".
2. At the Administration screen click "**Manage Security Access Logs**".
3. At the Browse & Manage the Security Access Log screen click the "**Purge Logon Records**" button.
4. The Purge Audit History screen allows the user to indicate the date **PRIOR** to which logon records are purged. Modify this date as necessary.
5. Click "**Begin**" to start deleting records. A warning screen reminds that all deletions are permanent. Click "**Start Deleting**" to continue or "**Cancel**" to abort.

## 4.2 Backup Data

### Backup Data

The 1042-S Pro Backup Wizard automatically copies all data files and compresses them into a compressed ZIP file (.zip). By default, 1042-S Pro prompts for a daily backup.

Remember, it's smart to backup your data on a regular basis. If a problem occurs and data files need to be restored, a backup can save time and aggravation!

See [Restore Data](#)

#### To modify the frequency in how often the backup occurs

1. Select File>Security & Administration.
2. Click the "**Program Options**" button.
3. Click the "**Preference, Update, and Program Options**" button.
4. Locate the "**Backing Up Your Data Files**" header.
5. Modify how often you are prompted to create backups or uncheck to disable prompts..

#### To backup data

1. Access the Backup Wizard as prompted automatically by 1042-S Pro (see modify the backup prompt).
  - The Backup Wizard application, backup13.exe, may also be accessed directly through Windows Explorer. In a typical installation it is located at C:\1099 Pro\Pr42ST13. All users must exit 1042-S Pro prior to running the backup.
2. At the 1042-S Pro Backup Wizard screen click "Next" to proceed.
3. Accept the default location (recommended) for the backup file e.g. C:\1099 Pro\Pr42ST13\Data Backups unless you wish to backup to another location such as a network drive. Click on the ellipses '...' button to browse and select your new backup location.
4. Accept the default name (recommended!) or manually enter a name. The extension of your backup file defaults to .ZIP. **CAUTION:** Backup twice to the same filename and you'll overwrite the existing file!
5. Click "Next" to continue.
6. Confirm your backup choices and click "Back" to revise or "Proceed with Backup" to continue.
  - This screen details Total [data] Files, Total Size and Estimated Zip Size.
7. 1042-S Pro indicates if backup was successful.

**Note:** From Windows Explorer if you hover your mouse over the name of the backup file you will see information about the backup file including the version of software that created the file.

## 4.3 Checking for Updates

### Checking for Updates

This option requires a connection to the Internet. If you do not have an 'always on' connection, please be sure you are connected before initiating an update check.

#### Overview

This option uses the Internet to check the 1099 Pro, Inc. update servers for a newer version of this program. Instead of running the full Web Update procedure from your Windows Start->Programs menu, you can now quickly check for updates from within 1042-S Pro, or even have the program automatically check for you. If there is a new version, a message will pop up to display the new version.

#### 2 Ways To Check Manually

1. From the 1042-S Pro 'Help' menu, select the 'Check for updates to 1042-S Pro' option.
2. Follow the steps below to manually check for an update:
  - Close the 1042-S Pro software.
  - Click on the Start menu, highlight Programs, then find you 1042-S Pro Professional item in the list and highlight it.

- In the menu for 1042-S Pro, find the "Check for Updates" item and click on it to begin.
- Follow the prompts by clicking 'Next' then select any 'Advanced' options if needed, if not then click next. If there is a new version, a message will pop up to display the new version. Download the update and allow the update to install. This process should begin automatically for you.
- After the process is finished, confirm that your version number of the software matches with the version number of the patch download by going to the "Help" menu and selecting "About".

If you continue to have problems downloading an update to the software it is possible you may have a firewall on your network or local machine preventing you from retrieving this update. Check with your Administrator or disable your firewall. As an alternative you may visit our host site at [host.1099pro.com/ftp/product](http://host.1099pro.com/ftp/product) and search for the product by "year" and then by "product type", then search for the Web Update folder.

### To Automate Checking

Options for automating the update checking process are set via the Program Preferences, which can be found on both the 'File' menu and 'General Options' tab on the left side of the 1042-S Pro window.

### Notes

- If your installation of 1042-S Pro has Security turned on, and you do not have Administrator level access, you will not be able to view or change the Update Checking options on the Program Preferences.
- If Security is not turned on and you are on a Workstation, you will not be able to view or change the Update Checking options on the Program Preferences. They will need to be set from the Server install.
- Workstations cannot run the actual web update process -- they can only check for new versions. Once your Server has been updated, each workstation will automatically update itself the next time 1042-S Pro is run on that machine.

You should always keep your 1042-S Pro up to date to ensure that you have the latest features and fixes for any reported issues.

### Troubleshooting

Most problems occur because the web update file was not downloaded in one piece or because the user's PC was unstable or had too many programs running. To try the web update again we suggest:

1. Reboot your machine.
2. Make sure 1042-S Pro is closed and that your Internet connection is working/active. Then repeat the web update as explained above.
3. If this still does not work you can manually check for updates. Go to [host.1099pro.com/](http://host.1099pro.com/).
4. After downloading the patch, click on the file to start the update process.

## 4.4 Install

### Install

#### Virus Checkers

Disable virus checkers (e.g., Norton, McAfee, ViruScan, etc.) PRIOR to installation to avoid potential corruption. Random errors in 1042-S Pro are typically due to installation of software while running a virus checker. After a successful installation, re-enable the virus checker.

#### Install Routine

To install single-user\* or Demo



1. Insert the CD-ROM into your computer's CD-ROM drive.
2. On your Windows desktop click the "Start" button and select "Run".
3. In the Open field, type **x:\setup.exe**, where **x** is the name of the CD-ROM drive and **setup.exe** is the name of the 1042-S Pro executable.
4. Click "OK" to start the setup program.
5. Follow the instructions provided by the setup program. If 1042-S Pro 2012 is detected on your system the [Roll Forward Utility](#) activates.

\* See [Multi-User/Network Installations](#)

## 4.5 Multi-User Installation

### Multi-User Installation

1042-S Pro offers network\* compatible, multi-user versions. Demo users may not perform network/multi-user installations. To purchase 1042-S Pro contact Sales at (888) 776-1099.

\* 1042-S Pro is network neutral; either a peer (e.g., all Win 98 machines) or server install is OK. The only requirement is that one machine is designated as server and all others as workstations.

#### To perform network installation

1. Determine a network drive and folder to install 1042-S Pro. All workstations must have rights to this folder. To assign rights open Windows Explorer from each workstation. Locate the network drive, right-click your mouse and select Map Network Drive. Each installation will refer to this drive as the "Global Data Path".
2. Install 1042-S Pro on the network server. Enter your multi-user [Registration code](#) as prompted. Select Server Installation as the Install Type. Allow the program files to reside on the local drive (e.g., C:\1099 Pro\Pr42ST13).
3. Upon successfully installing 1042-S Pro to the network, click on the 1042-S Pro icon on your desktop. The Welcome Wizard walks you through setting up the software. By default, Audit Trails and Security are enabled\*. Complete the Welcome Wizard and then re-enter 1042-S Pro. Administrators use "administrator" and "new" to logon for the first time with enabled security. Administrator must create [users](#) and assign rights prior to installing 1042-S Pro to workstations.

**\* You are encouraged to enable Security.** If security is disabled ANY USER on ANY WORKSTATION can access 1042-S Pro and view/modify Administrator settings and all data. This includes the potential for ANYONE to create himself as Administrator and lock you out of 1042-S Pro!

#### To perform workstation installation

1. Complete network installation prior to installing workstation(s).
2. Install 1042-S Pro at the workstation. Enter your multi-user [Registration code](#) as prompted. Select Workstation Installation as the Install Type. Browse for the network drive and folder (e.g., X:\1099 Pro\Pr42ST13 "X" is the mapped network drive). Allow the program files to reside on the local drive (e.g., C:\1099 Pro\Pr42ST13).
3. If the Administrator enabled security, the workstation is deemed a "user". Upon first entering 1042-S Pro at the workstation a User ID (as assigned by the Administrator) is required. For the Password enter "new". The User is then required to create their own unique password.

#### Multi-User installation with Remote Data/Program Location

1. **Install Server** - Installing software a code ending with ME or MP will trigger a Multi-user

installation. ALWAYS install the "Server" first noting that this PC will be the only PC where software updates can be applied. Subsequent installations are "Workstations".

2. **Remote Data/Program Location** - When installing the 'Server', you are presented with an option to have your data and program DLL's reside on another PC, Novell drive or Network Attached Storage.
  - Check the box "Allow Remote Server Installation" to start the Remote Data/Program Location.
  - Click on the Browse button and select the destination directory. Note that the value under "Select Destination Directory" must end with a pathname of \Pro99T04 (or similar depending if you are installing 1099, W-2 or 1042-S Pro). Note that you may select a mapped network drive or you may use UNC such as //amd800\C in this case.
  - Next you will be prompted if you wish to roll forward data such as Filers, Security Settings, ... from a prior year. Once you have finished installation you can open the software, click on "Help" and "About" and then click on the graphic icon for the software and you can see the data paths involved. Note that none of the data or program files are kept on the "Server", they are kept at the Remote Server/Data Location.
3. **Install Workstations** - Perform subsequent workstation installations as needed. Be sure that each workstation has read/write/delete rights to the Remote Data/Program Location. Note: each Workstation must communicate with the Remote Server/Data Location via UNC or a mapped letter drive. Workstations do not have to communicate with the "1st Multi-user Installation" = "Server" shown above.
4. **Webupdates** - When it is time to perform a Webupdate you will have to perform it from the "Server" that you just installed. Webupdates are performed at the "Server" and in this case performing the update at the "Server" will result in the program files and the data files being updated on the "Remote Server" (based on the .mon the "Server"). Note that workstations will communicate with the Remote Server/Data Location only and not with the "Server" where the software was originally installed from or the Webupdate was run from.

See [Multi-User Considerations](#)

## 4.6 Restore Data

### Restore Data

If your [data files](#) are damaged or destroyed use a [backup file](#) to restore data. For information on restoring your data files please contact [Technical Support](#).

Restoring a data file means losing ALL changes made since the last backup. Thus it's smart to backup your data on a regular basis.

## 4.7 Tax Form Audit Trail Options

### Tax Form Audit Trail Options

Use Audit Trails to track the history of both manual and [cascading](#) changes to tax forms. This information is

invaluable should you need to document changes or determine the user responsible for changes. By disabling this feature tax form changes are not tracked AND the Record History screen is automatically disabled.

## 4.8 Transactions

### Transactions

Transactions are the number of actual tax forms they may be entered or imported, regardless of print status, into 1042-S Pro. A standard installation allows for 5,000 transactions.

#### How Many Transactions Do I Have?

To track your transactions refer to the Registration window.

1. At the [menu bar](#) go to Utilities and Software Registration/Demo Activation.
2. At the window, subtract the Current Record Limit from the Current Record Total. In this example, 3,500 transactions exist and 1,500 are still available.

## 4.9 Uninstall Software

### Uninstall Software

#### Uninstall Routines

The Select Uninstall Method screen offers two options for removing 1042-S Pro from your hard drive:

- "Custom" allows the user to select files individually (recommended).
- "Automatic" initiates a default uninstall routine.

#### To uninstall 1042-S Pro (custom)

1. Close all applications including 1042-S Pro.
2. On your Windows desktop click the "Start" button.
3. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
4. Select "1042-S Pro" and click the "Add/Remove" button.
5. At the Select Uninstall Method screen choose "Custom" and then click the "Next" button to start the uninstall program.
6. Files are categorized for deletion. Users may "Select All" (recommended) ",Select None" or use their mouse to select specific files. Categories include:
  - System Files
  - Directories
  - [INI Files](#)
  - INI Entries
  - Registration Database Keys
7. After selecting appropriate files click "Finish" to complete the uninstall.

#### To uninstall 1042-S Pro (automatic)

1. Close all applications including 1042-S Pro.
2. On your Windows desktop click the "Start" button.
3. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
4. Select "1042-S Pro" and click the "Add/Remove" button.
5. At the Select Uninstall Method screen choose "Automatic" and then click the "Next" button to start the uninstall program.
6. 1042-S Pro prompts through the remainder of the uninstall routine.

Users who uninstall 1042-S Pro and then reinstall it may get an "Invalid Record Declaration (47) Accessing TAXDATA.TPS [or FILERS.TPS]. Press OK to end this application" warning. This error occurs because some files were not deleted during the automatic uninstall. Users must perform a custom uninstall of 1042-S Pro (and select **all files** for deletion) and then reinstall the software.

## 4.10 Users

### Users

#### Update User

1. On the [menu bar](#) go to File and Security & Administration.
2. At the Administration screen click "Add/Update Individual Users".
3. At the Browse & Update List of Users screen click "Add User".
4. At the Adding a User screen assign a User ID. A User ID may contain up to 25 characters, is typically an abbreviation of the user's name, is not case sensitive and should be simple for the user to remember.

The Password field defaults to "new" and must be changed by the user upon first entering 1042-S Pro. You may enter this password as either UPPER or lowercase. See [Password](#) topic.

The User Name and Phone fields are optional.

5. Click "OK" to save entries.

## 5 Advanced Print Options

### Advanced Print Options

1042-S Pro offers an Advanced Print Option to allow you to shift the position of the [Filer and Recipient Addresses either vertically or horizontally](#) on a printed recipient copy, and also to [force an "X"](#) into the "Corrected" and "VOID" boxes on the form.

These options are only available on copies for Recipients, not Federal or Local State copies or copies for your own records.

### 5.1 Address Adjustments

#### Address Adjustments

##### Making Address Adjustments

Address adjustments are measured in hundredths of an inch from the default placement. For example, a change of ".25" would result in the address shifting down or to the right 1/4 of an inch.

**To modify the position of the address vertically or horizontally:**

1. Choose the 1042-S Pro form type the left side of the Enter, Update & View screen.
2. Choose the method to be used for selecting the 1042-S form to be printed.
3. Click on the Begin Print Process button in the "Print Forms for Recipients and the IRS" screen.
4. Select whether you will be printing on pre-printed or blank stock. Click Next
5. Choose a sort order. Click Next
6. Choose whether you want to preview the forms for printing. Click Next.
7. On the summary screen you are then presented with a summary of your current printer, print options, paper type, total recipients, selected form, sort order and other information.
  - a. The Advanced Print Options button appears in the middle of the summary screen. Click on Advanced Print Options button.
8. On the Address/Envelope Offsets tab, begin by modifying the values for vertical and horizontal adjustments using the arrows. As you make your adjustments, the adjustment title will turn **RED** indicating that your adjustments may be too large. When finished click OK.

To close this window and validate all of your settings, click O. To close the window and abandon all of your settings, click Cancel. If you have made Advanced Printer Option modifications then click Print to preview your changes and/or click Print to print the form.

## 5.2 Forcing X/Custom Message

### Forcing X/Custom Message

#### Adding a message or forcing an "X" in Corrected or Void boxes

##### Why would I want an 'X' in the Corrected box?

Normally, a Filer will issue a form in January, and the information on that form will not change again -- it will simply be filed with the IRS later in February or March. Sometimes, though, the Recipient may have been sent erroneous information or simply need to have an address changed. If the form has not been filed with the IRS yet, the Filer will only need to correct the information in 1042-S Pro and issue a new, revised form to the Recipient.

Many people regard these revised, re-issued forms as a correction, and want to have that box checked to help indicate to the Recipient that the new form has the correct information on it. The Advanced Options will let you do that. What's important to understand is that the IRS does NOT regard this a correction. Since the information has not been filed with them yet, they neither know nor care how many versions of a form have been issued and/or reissued before they get the final information. A formal IRS correction (i.e., a correction to information AFTER it has been submitted to the IRS) has very strict rules about which forms should have the Corrected and/or Void boxes checked. That's why the Advanced Options are only available for forms that go to the Recipient -- send the IRS an *original* form with the Corrected box checked and it will probably be rejected.

##### To select or enter a message, or force an "X" to be printed:

1. "The Special Options for this run only" tab allows you to specify an optional message to be printed on all Recipient copies for the print run. For your convenience, 1042-S Pro provides a number of built-in messages, such as:

- \* Re-issued Form \*
- \* Revised and Re-Issued \*
- \* Corrected and Re-issued \*
- \* Replacement Copy \*
- \* Duplicate copy per request \*

You can also simply type in your own message if one of the built-in messages does not suit your purpose. You can enter up to 30 characters for a message.

2. You may also force an "X" to be printed in the corrected box for the forms by placing a check mark in this option. For the few recipient copies that have a VOID box on them (most forms don't), you can force an "X" to be printed in that box as well.

**Reminder:** Printing an "X" in the Corrected or Void boxes is purely visual. Checking these boxes does **NOT** create a valid correction or VOID a form. **These special options apply to the current print run only. If you need to use them for more than one print run, you must set them again each time.**

## 6 Audit Trails Overview

### Audit Trails Overview

Audit Trails DO NOT track the history of manual and [cascading](#) changes to a tax form including old and new values, date changed and the user responsible for changes.

If Audit Trail Records don't reflect a known change; Audit Trails are (or were) disabled.

### Master Audit Trail Browser

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and [cascading](#) changes to all tax forms (the [Record History](#) screen allows the viewing of individual tax forms only).

See [Master Audit Trail Browser](#).

### About Record History

The Record History screen displays audit trail information for the selected tax form and is available to all Access Groups. A limited version of the [Master Audit Trail Browser](#), this screen tracks all manual changes made directly to a record. [Cascading updates](#) are not reflected.

See [Record History](#) for more information

### Purging Audit Trail Logs

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1042-S Pro is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

See [Purging Audit Trail Logs](#) for more information.

### **Enabling/Disabling Audit Trails**

Disable Audit Trails only if speed/performance is critical to the user. By disabling this feature tax form changes are not tracked AND the [Record History](#) screen is automatically disabled.

See [Enabling/Disabling Audit Trails](#)

## **6.1 Deleted Record Details**

### **Deleted Record Details**

From the Master Audit Trail Browser, click the "Deleted Record Details" button to display the contents of a deleted tax record.

The Master Audit Trail Browser will not reflect records that were deleted while Audit Trails were disabled.

## **6.2 Master Audit Trail Browser**

### **Master Audit Trail Browser**

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and [cascading](#) changes to all tax forms (the [Record History](#) screen allows the viewing of individual tax forms only).

#### **To view records**

1. On the [menu bar](#) click File and Security and Administration.
2. At the Administration screen click "View Audit Trail Records".
3. At the Master Audit Trail Browser screen refer to the Date, Time, User ID, Field Name, Old Value and New Value columns for invaluable information.

For deleted records click the "[Deleted Record Details](#)" button.

## **6.3 Purge Audit Trail Logs**

### **Purge Audit Trail Log Records**

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1042-S Pro is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

**To purge audit trail log**

1. On the [menu bar](#) click File and Security and Administration.
2. At the Administration screen click "Purge Audit Trail Records".
3. At the Purge Tax Data Audit Trail Record screen all records prior to the selected date are deleted. Modify this date as necessary.
4. Click "Begin" to start deleting records. A warning screen reminds that all deletions are permanent. Click "Start Deleting" to continue or "Cancel" to abort.

## 6.4 Record History

### Record History

The Record History screen displays audit trail information for the selected tax form and is available to all Access Groups. A limited version of the [Master Audit Trail Browser](#), this screen tracks all manual changes made directly to a record. [Cascading updates](#) are not reflected.

If Record History does not reflect a known change to a tax form; [Audit Trails](#) are, or were, disabled.

**To view record history**

At the "[Work with My Tax Forms](#)" screen highlight a record and click "Change".

- Records with a pending print status display the Changing a Record screen. Click the "History" button located in the upper right corner of the screen.
- Records any other print status display the Protected Form Update screen. Click the "Field Update History" button.

See [Audit Trails](#)

## 6.5 Turn Audit Trails On/Off

### Turn Audit Trails On/Off

Disable Audit Trails only if speed/performance is critical to the user. By disabling this feature tax form changes are not tracked AND the [Record History](#) screen is automatically disabled.

**To turn audit trails On/Off**

1. On the [menu bar](#) click File and Security and Administration.
2. The Administration screen indicates if Audit Trails are on or off.
  - Activate Audit Trails - turn on functionality.
  - Turn OFF Audit Trails - turn off functionality.

**To view record history**

At the "[Work with My Tax Forms](#)" screen highlight a record and click "Change".

- Records with a pending print status display the Changing a Record screen. Click the "Audit Trail" button located in the upper right corner of the screen.



- Records with any other print status display the Protected Form Update screen. Click the "Field Update History" button.

## 6.6 Audit Trails Report

### Audit Trail Report Filters

1. In this section you may print or view a report showing an audit trail using that are narrowed down by filters.
2. To begin this process click on the "**File**" button on the menu bar.
3. Then Click on the "**Security and Administration**" button, this will bring you to the "**Global Administrative Options**" window.
4. From here, click on the "**Audit Trails and Logging**" button, here you will be taken to the "**Tax Form Audit Trail and Action Logging Options**" window.
5. From here click on the "**View/Print Audit Changes Report**" button, you will be given the "**Specify Audit Trail Report Filters**" screen. From here you can choose what options to use to filter down what information will go into the Audit Trail report. **(I.E. P1)**

- **Limit Report to changes for one Form Type**

- **All Forms:** Choosing this option will list all available form types on your report.
- **One Form Type (select from list):** This option will let you choose which forms will be used in the report from a list. You will be asked to TAG each form type you would like listed.

- **Limit Report to changes for one PCode**

- **All Filers:** Choosing this option will show all available PCodes on the report
- **One Filer (Select from list):** Choosing this option will allow you select which PCodes will be included on your report. **(I.E. P2)**

- **Limit Report to changes from one User ID**

- **All Users:** Choosing this option will show all available UserID's on your report.
- **One User - enter User ID:** Choosing this option will allow you to choose which UserID will be used to filter down your report. **(I.E. P3)**

- **Limit report to a Date Range**

- **None - all dates will be shown:**
- **Today:** Choosing this option will show all changes made today.
- **Last 7 days:** Choosing this option will show all changes made within the last 7 days.
- **Last 14 days:** Choosing this option will show all changes made within the last 14 days.
- **Last 30 days:** Choosing this option will show all changes made within the last 30 days.
- **Specify Other Range:** Choosing this option will allow you to choose the date range that will be used to display your Audit Trail Report. **(I.E. P4)**

- **Deleted Record Options**

- **All activity:** choosing this option will show you all deleted option.
- **Skip deleted:** If you choose this option deleted records will not be displayed on your report.
- **Only deleted:** Choosing this option will display only deleted records on your report.

6. Once you are done choosing the options you prefer, click on the "OK" button.
7. Now you will be given the option PREVIEW your report before it is printed. Click "Yes" if you would like to view the report before it actually prints out. Click "NO" to have the report begin printing or click "Cancel" to change your options before you begin printing your report.

## 7 Browsing

### Browsing

This section will guide you through browsing different areas of 1042-S Pro.

### 7.1 Browse Filer NQI File

#### Browse Filer NQI File

Use the Browse the Filer NQI File screen to add, update, or delete NQI filers or flow-through entities. **To select these filers use the <F2> key in boxes 19 or 20 at Form 1042-S.**

#### What is a Nonqualified intermediary (NQI)?\*

An NQI is any intermediary that is not a U.S. person and that is not a QI [qualified intermediary].

#### What is a Flow-through entity?\*

A flow-through entity is a foreign partnership (other than a withholding foreign partnership), a foreign simple or grantor trust (other than a withholding foreign trust), or, for any payments for which a reduced rate of withholding under an income tax treaty is claimed, any entity to the extent the entity is considered to be fiscally transparent under section 894 with respect to the payment by an interest holder's jurisdiction.

\*From the 2006 Instructions for Form 1042-S, page 3.

#### 7.1.1 Add an NQI Filer

##### Add an NQI Filer

##### Add a Filer

1042-S Pro allows unlimited filers.

##### To add a filer

1. From the [menubar](#) go to File and NQI Lookup List
  - Or use the <F2> key in boxes 19 or 20 of Form 1042-S.
2. At the Browse the Filer NQI File screen click "Add".
3. At the Adding a Recipients Record screen complete fields.
  - Leave the TIN blank if it is unknown.
  - Review [Field Sizes](#) for important information on **field size limitations**.
4. After completing all fields click "OK" to save the filer.

**Note:** See current Instructions for Form 1042-S to determine when a Qualified Intermediary, Withholding Foreign Partnership, or Withholding Foreign Trust must provide its QI-EIN, WP-EIN or WT-EIN in this field.

Enter the Withholding Agent's EIN indicator from the following values:

- 0 (Zero) = EIN
- 1 = QI-EIN, WP-EIN, WT-EIN
- 2 = NQI-EIN

**Note:** Use EIN indicator 2 only if the Withholding Agent's EIN begins with "98" AND the Withholding Agent's City, State and Country Code fields indicate that the Withholding Agent is not a U.S. withholding agent.

The IRS has indicated that they are not going to add a new box on the tax form for NQI-EIN in 2006. The IRS indicated to use the EIN checkbox for NQI-EIN as well as std EIN, and the QI-EIN checkbox for QI/ WP/WT EIN.

New electronic filing requirements for 1042-S for 2006 for position 13 of the W record include a renumbering as 0, 1 or 2 which is supported by 1042-S Pro, Inc.

## 7.1.2 Change an NQI Filer

### Change an NQI Filer

#### Change a Filer

Changes do NOT flow through to existing records, regardless of print status. To update NQI filer information for an existing record you must open the record and reselect the changed NQI filer.

##### To change a filer

1. From the [menubar](#) go to File and NQI Lookup List
  - Or use the <F2> key in boxes 19 or 20 of Form 1042-S.
2. At the Browse the Filer NQI File screen highlight the filer and click "Change".
3. At the Changing a Recipients Record screen make changes.
4. After completing all fields click "OK" to save the filer.

## 7.1.3 Delete an NQI Filer

### Delete an NQI Filer

#### Delete a Filer

Deletions do NOT flow through to existing records, regardless of print status. To delete an NQI filer or an existing record you must open the record and clear the filer from the form.

##### To change a filer

1. From the [menubar](#) go to File and NQI Lookup List
2. At the Browse the Filer NQI File screen highlight the filer and click "Delete".
3. At the Changing a Recipients Record screen make changes.
4. After completing all fields click "OK" to save the filer.
5. At the Confirm Delete screen click "Yes" to delete the filer or "No" to cancel.

## 7.2 Browse Recipients

### Browse Recipients

Use the Browse the Recipients File screen to add, update, or delete [recipients](#). To access these recipients at any data entry form, use the <F2> key in the Recipient TIN field.

### 7.2.1 Add a Recipient

#### Add a Recipient

1042-S Pro allows unlimited recipients.

##### To add a recipient

1. From the click the General Options tab and the Recipients icon.
2. At the Browse the Recipients File screen click "Add".
3. At the Adding a Recipient Record screen complete all fields.
4. After completing all fields click "OK" to save the recipient.

### 7.2.2 Browse Notes

#### Browse Notes

All tax forms, recipient forms and filer forms now have a icon/button to the left of the SAVE button that lets you create and update notes for that item.

When you are on a data entry form, the Notes button will change colors to help you know if there are existing notes or not.

- If the button background is BLUE, no notes have been entered for the item yet, or any existing notes have been deleted.
- If the button background is RED, there are currently notes for the item.

Each note can contain up to 512 characters, and you can have as many notes as you want for each item. Every time a note is created or updated, the note will show the date and time of the action and either the User ID of the person who made the change (if you have Security turned on) or the network name/ID of the machine where the change was made.

Depending on the type of note, you may be able to view and update them from multiple places within the program.

##### Global Notes

These are visible everywhere within the program, and can be viewed and updated from every Notes browse. You can also enter Global Notes directly from the main File menu, using the 'Global Notes' option.

##### Filer Notes

Filer notes are associated a specific Filer, and are only available on the update form for that Filer. When entering notes for a Recipient, you can also view/update all Global notes.

**Recipient Notes**

Recipient notes are associated with the individual recipient, and can be viewed and/or updated from both the recipient update form and from every tax form associated with that recipient. When entering notes for a Recipient, you can also view/update all Global notes.

**Tax Form Notes**

This type of note is attached to one specific tax form for one recipient. When entering notes for a tax form, you can also view/update the notes for the recipient of the form, as well as view/update all Global notes.

## 7.2.3 Change a Recipient

### Change a Recipient

Changes made to a recipient only effect records with a [pending](#) status.

**To change a recipient**

1. From the [task panel](#) click the General Options tab and the Recipients icon.
2. At the Browse the Recipients File screen highlight the recipient and click "Change".
3. At the Changing a Recipient Record screen make changes and click "OK".
4. The Administrator prompts to update all pending records with the new recipient information. Records with a printed or Filed 1042 status are not updated.

## 7.2.4 Delete a Recipient

### Delete a Recipient

A recipient cannot be deleted if any records are associated with it.

**To delete a Recipient**

1. From the [task panel](#) click the General Options tab and the Recipients icon.
2. At the Browse the Recipients File screen highlight the recipient and click "Delete".
3. At the Confirm Delete screen click "Yes" to delete the recipient or "No" to cancel.

## 7.2.5 Recipient Reports

### Recipient Reports

The Recipient Listing includes the Name, TIN, and Address of all recipients in the 1042-S Pro database. For more detailed recipient information, including Account Numbers and status of any forms, use the [Control Totals](#) report.

**To run a report**

1. From the [task panel](#) click the General Options tab and the Recipients icon.
2. At the Browse the Recipients File screen click "Run Recipient Report".
3. 1042-S Pro prompts to preview the report, click "Yes".

**Run Forms Issued Report**

The Forms Issued for Recipient report details all forms issued to each recipient. Includes filer, recipient address, and form status.

**To run a report**

1. From the [task panel](#) click the General Options tab and the Recipients icon.
2. At the Browse the Recipients File screen click "Run Forms Issued Rpt".
3. 1042-S Pro prompts to limit the report to only the selected recipient, click "Yes" or "No". Click "Yes" to preview the report.

## 7.2.6 Select a Recipient

### Select a Recipient

All recipient records are stored in a master database that is accessible at any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the <F2> key or **right-click** your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection.

### Select a Recipient

At the Select a Recipient screen, highlight a recipient and click "Select" or double-click the recipient.

### Filter Recipients

1. Place your cursor in the Search/Filter box.
2. Enter your search criteria and hit TAB on your keyboard. For example, to view only recipients with last names starting with the letter "B", type "B" and TAB.
3. To remove the filter click the "Show All (remove filter)" button.

## 7.3 Browsing & Working with Entry Forms

### Browsing & Working with Entry Forms

[About Updates & Corrections](#)

[View List of Changes to a Form](#)

[Group Actions](#)

[About Protected Forms](#)

[Using Lookups](#)

[Saving & Canceling Changes](#)

[Tips for Filing Forms](#)

### How to use Update and Corrections Entry Forms

An entry form is where you view and update information for a form recipient. Send the IRS Federal "Red" Copy A before the [deadline](#) every year. Concerning recipients or "payees" The recipient is defined as the person receiving the information return. You can enter an unlimited number of recipients for a given filer. Per IRS instructions, the account number on the corrected form must remain exactly as it was on the original form. Make any necessary changes, additions or deletions to the form then save the form by clicking the Save button which will then take back to the Enter, Update & View screen. Keep in mind that any changed values or amounts turn **blue** to assist you in distinguishing between original information and corrections.

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### Saving and Cancelling

While viewing the 1042-SPro Tax Form screen you may save your changes immediately by clicking the Save button or if you are unsure and wish to abandon those changes you may back out by clicking the Cancel button.

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### **Some Tips form filling in a form and navigating through boxes.**

While viewing a form, 1042-SPro allows you to TAB through fields in the tax form. For Example: If you begin by entering information into Box #1 then press the TAB key on your keyboard, you will then move to Box # 2 ...etc. When you tab to an empty check box you can click the space bar to insert or remove a check from the box. If you wish to move in the opposite direction, hold down the SHIFT and continuously press the TAB key to move through the fields in reverse order.

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### **What is a 'Protected' form?**

A protected form is a form that contains any status other than a status of [pending](#). A form with a status of Printed, Filed, SB Upload, Filed 1042-T ...etc, is considered locked or protected to prevent any mismatch of data from the original data that has been either filed to the IRS on paper, electronically or possibly uploaded to the Service Bureau. It is also possible that these forms were imported in a status other than pending in which case they would also be considered protected until they are either **Reset (VOIDED)** or un-protected. Forms with a [Status of Pending](#) may be changed or deleted.

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### **Use lookups to fill in information**

1042-SPro allows you to select existing recipients from your Recipients Master List to add to or update a form. All recipient records are stored in a master database that is accessible on any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the <F2> key or right-click your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection.

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### **Adding a group of forms**

Group Actions let you tag/select any number of recipients, and then loop through the list creating new forms for them. The program will automatically fill in the recipient information on each new form, so all you have to do is fill in the specific box information for the form. For additional flexibility, you are also given the option to add the forms in any of four sort orders: by name, by TIN, by State or by ZIP. The Group Actions button can be found on the main Enter, Update & View screen at the bottom of the screen.

1. Click the Group Actions button
2. Select the Add tab, then click the "proceed with this action" button.
3. On the next screen, begin by selecting (tagging) all of the recipients you want to add to blank forms.
4. Next Select the "Sort" order in how these form will be placed.
5. Finish by filling out all information for each form and clicking save.

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### **Viewing the list of prior changes to a form**

1042-S Pro lets you view a list of prior changes to a form. Records with a pending status display the Changing a Record screen. In the upper right corner of the form is an audit trails button. Click the audit trails button. This screen tracks all manual changes made directly to a record.

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### 7.3.1 State Status

#### State Status Legend (Corporate Suite version only)

*Note if the state is known then the status below will be prepended by the state abbreviation. For example CA Orig/Pending*

Orig/Pending	Record is to be filed as State Original
Orig/Filed	Record was filed with State as Original
Orig/Filed CFS	Record was filed CFS as Original
Orig/Filed ST corr/ Filed	Record is filed with State as Original and all State Correction(s) that exist for the record filed with the State(s)
Orig/Superceded	Record was IRS filed but not filed with the state. Then a correction was created which will be an Original to the state.
Orig/Pending but Superceded	Record was IRS filed but not filed with the state. Then a correction was filed with the IRS. And then a correction of a correction was created which will be an Original to the state.
Orig/Filed but Superceded	Record was IRS filed but not filed with the state. Then a correction was filed with the IRS & with the state. And then a correction of a correction was created which will be an Correction to the state.
Orig/n\A	Original State records for one of the non taxing states
Corr Active	Record was filed with State and at least one state correction for the records is pending
Corr/Pending	Record is to be filed as State Correction
Corr/Filed	Record is filed with State as Correction
Corr/Superceded	Record is created as state Correction but superceded by creating of new correcton
Corr/Pending but Superceded	Record was IRS & state filed. Then a correction was filed with the IRS. And then a correction of a correction was created which will be an Correction to the state.



Corr/Filed but Superseded	Record was IRS & state filed. Then a correction was filed with the IRS and with the state. And then a correction of a correction was created which will be an Correction to the state.
Corr/n\a	Correction State records for one of the non taxing stated
n/a\n/a	No state information on the record

## 8 Current View

### Current View

1042-S Pro offers built-in views that are tied directly to the [Search](#) field. To search for records by TIN the view must be set to "By TIN". Likewise, to search for records by name the view must be set to "By Last Name/ Company" or "By Filer Name" as appropriate. Failure to properly set the view will result in a failed search attempt.

Views are available at select browse screens.

### 8.1 Custom Sort Order

#### Custom Sort Order

##### To define a custom sort order

- Click the "Define Sort Order" button. (The software displays the "Sort designer screen")
- Click the view field under the entitled "sort view by" category.
- Make your selection then select the button whether the field will be displayed in ascending or descending order.
- To ignore the distinction between Upper case and lower case characters put a check in the box below.
- After Defining your Sort Order, click "OK" to save your entries for the currently defined view.
- To cancel Defining a Custom View, click "Cancel."
- To clear all fields and reset them back to none, click "Clear All."

### 8.2 Custom Views

#### Custom Views

(Custom sorting of records & custom column display)

Sophisticated users can select Custom View from the Current View drop menu and design their own views.

##### To define a custom view

1. At the "Enter, Update and View" Screen", where you can browse your form, click the drop down arrow in the field located in the upper right labeled "Current View."
2. Select Custom View from the list. (The software displays the Define View Format Layout Screen.)
3. This screen allows you to select the available fields from the left column and organize them in the "show these fields in this order" column on the right.

4. You may move the position of these items in the order in which they will appear by highlighting them one by one and clicking the up or down arrow to adjust its position accordingly.
5. To save these changes click, "Apply" or Click "Next" to define a sort order for the custom view.

The software displays the "Select a sort order for the view" screen. At this point you may:

- Use the default sort order (Which tells 1042-S Pro to accept the current sort order)
- Select a predefined sort order (fastest) which tells the software to use the built in predefined list (Example: Filer ID, Last Name/Company, First Names or by Filer ID, Recipient TIN, then Last Name/Company.)
- Define your own custom sort order (slowest) Allows you to indicate what custom sort order the software should follow based on your custom field selections.

## 9 Filer Master List

### Filer Master List

Use the Filer (Withholding Agent) Master List screen to add, update, or delete unlimited [filers](#). To quickly jump between existing filers use the [Select Filer](#) button.

#### Filer Highlights

- 1042-S Pro accepts multiple filers with one TIN. This is useful for companies that issue forms from multiple departments or for batch processors.
- 1042-S Pro allows US, Canadian and foreign filers.

### 9.1 Add a Filer (Master)

#### Add a Filer

1042-S Pro allows unlimited filers.

##### To add a filer

1. From the [task panel](#) click the General Options tab and the Filers icon.
2. At the Filer (Withholding Agent) Master List screen click "Add".
3. At the Adding a Filer Record screen complete all fields. **Use the <F1> key at any time to access field specific information.**
4. After completing all fields click "OK" to save the filer.

### 9.2 Change a Filer (Master)

#### Change a Filer

Changes made to a filer affect only records with a [pending](#) status. (To switch between existing filers use the [Select Filer](#) button.)

##### To change a filer

1. From the [task panel](#) click the General Options tab and the Filers icon.
2. At the Filer (Withholding Agent) Master List screen highlight the filer and click "Change".
3. At the Changing a Filer Record screen make changes and click "OK".
4. The Administrator prompts to update all pending records with the new filer information. Users are encouraged to click "Yes".

## 9.3 Contacts

### Contact

#### Contact Information

Use the "Add" button to add a Contact Person, Department and Phone Number. Adding multiple contacts allows you to change the contact information on different records (use the Dept. field at the Adding a Form Record screen). At least one contact is required. The phone number prints on all copies and 1042-T Transmittals. The Transmitter/Submitter contact name is included in electronic files.

The foreign addresses are in a slightly different format than USA addresses. When you select "other" for country, a down arrow will appear. Clicking on this arrow will allow you to see a menu where you can search by name or abbreviation for your desired country.

## 9.4 Delete a Filer (Master)

### Delete a Filer

A filer can only be deleted if it is NOT associated with any recipient records.

#### To delete a Filer

1. From the [task panel](#) click the General Options tab and the Filers icon.
2. At the Filer (Withholding Agent) Master List screen highlight the filer and click "Delete".
3. At the Confirm Delete screen click "Yes" to delete the filer or "No" to cancel.

## 9.5 Filer Record Details

### Filer Record Details

#### General Tab

##### Filer/Agent EIN

If the filer does not have a [TIN](#) but has applied for one, enter "Applied For" in this field.

- Filers with an EIN may issue Forms 1042-S; an SSN is not allowed.
- Filers with an "Applied For" status may issue forms but cannot generate a 1042-T Transmittal until an EIN is entered.

##### Qualified Intermediary EIN (QI-EIN)

- If you are filing Form 1042-S as a Qualified Intermediary, withholding foreign partnership, or withholding foreign trust, enter your QI-EIN in the Filer/Agent EIN field and mark this checkbox.

##### Location/Estab. No. (Optional)

- Use to set up multiple filers with the same TIN; allows different return addresses for different forms.
- Multiple filers sharing one TIN (or batch processors grouping by month) can enter a Location Code of up to

- 4 alpha-numeric characters in this field. The Location Code appears in all reports, OR
- If the SSA assigned you an Establishment Number enter it in this field.
- This field flows through to the B record positions 41-44 as the "Payer's Office Code" (applies to electronic filers only). Per the IRS, this code must also appear on backup withholding notices.

**Country**

Defaults to USA. Selecting [Canada](#) or Other automatically reformats the address fields.

**Filer Name**

Prints on all 1042-S forms.

**Filer Name 2**

Prints on all 1042-S forms.

**Address**

Prints on all 1042-S forms.

**Contact Information**

Use the "Add" button to add a Contact Person, Department and Phone Number. Adding multiple contacts allows you to change the contact information on different records (use the Dept. field at the Adding a Form Record screen). At least one contact is required. The phone number prints on all copies and 1042-T Transmittals. The contact name appears on the electronic files.

**Fax**

This field is optional.

**E-mail**

This field is optional.

**State I.D. Number(s) Tab****State ID Numbers**

These numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine if your company has a state ID number. If you do, use the "Add" button to add as many state ID numbers as necessary.

## 9.6 Run a Filer Report (Master)

### Run Filer Report (Master)

The Filer/Employer/Payer Listing provides detailed information on filers including Name, TIN, Contact Information, State ID Numbers and a history of any address changes.

**To run a report**

1. From the [task panel](#) click the General Options tab and the Filers icon.
2. At the Filer (Withholding Agent) Master List screen click "Run Filer Report".
  - All filers are automatically included in the report unless the "Print Only One Filer" checkbox is selected. To **pick and choose filers** exit this screen and at the menu bar click Reports and Forms Issued by Filer. Click "Yes" to preview the report and then [tag](#) the appropriate filers.
3. The Administrator prompts to preview the report, click "Yes".

## 10 Filing Electronically

### Filing Electronically Overview

**E-File Session Report**

The E-File Session report summarizes all records included in the electronic files.

**To generate this report**

1. On the [task panel](#) select the Filing & Corrections tab and the File via e-File or disk icon.
2. At the Completed E-File Session List highlight a session and click the "View/Print Session Report" button. Click "Yes" to preview the report.

**Reset E-File**

Void a E-File session and all records are automatically reset to their pre-E-File status.

**To reset session**

1. On the [task panel](#) select the Filing & Corrections tab and the File via e-File or disk icon.
2. At the Completed E-File Session List highlight a session and click the "Reset (Void) E-File" button.
3. 1042-S Pro prompts, "Are you sure you want to void this transmittal?" Click "Yes" to proceed or "No" to cancel.
  - The "Session Type" column turns red to indicate that the E-File session has been voided.

## 10.1 FIRE System

### Fire System

Use the Filing Information Returns Electronically (FIRE) System to electronically upload Forms 1042-S to the IRS. Electronic files created via the 1042-S Pro electronic file Wizard fully comply with required IRS record formats per Pub. 1187.

The FIRE System is available 24 hours a day, 7 days a week to any transmitter and can be reached by dialing **(304) 262-2400**.

A transmitter must have a valid [Transmitter Control Code](#) (TCC) in order to send a file electronically. A second TCC number is required for filing if a TCC number has already been obtained for filing 1099s or any other forms.

The FIRE System can be accessed by computers using asynchronous communications. Typically, modems for desktop computers of all types are capable of asynchronous communication.

**Advantages of Filing Electronically**

- Better customer service due to on-line availability of transmitter files for research purposes.

**FIRE System Specifics - Read Me!**

For detailed information on the FIRE System including; data compression, file preparation, file naming and electronic filing protocols please review [Pub. 3609 Filing Information Returns Electronically](#) (PDF). This publication is **VERY HELPFUL** and will answer 99% of your questions and provides an IRS contact number for any remaining questions.

## 10.2 E-File Session Report

### E-File Session Report

The E-File Session report summarizes all records included in the magnetic electronic files.

**To generate this report**

1. On the [task panel](#) select the Filing & Corrections tab and the File via e-File or disk icon.
2. At the Completed E-File Session List highlight a session and click the "View/Print Session Report" button.

Click "Yes" to preview the report.

## 10.3 eFileViewer

### Electronic File Viewer

The electronic File Viewer is a new feature recently implemented into 1099Pro Pro/Ent/W2Pro/ & 1042s that will allow you to view electronic files generated via the [electronic file Wizard](#). The tool can be run separately from the software and is located in the root of the program directory (i.e. C:\1099 Pro\Pr42ST13).

The electronic File Viewer is available to purchasers of the 1099 Pro Enterprise Edition, Professional, W2Pro, and 1042-S Pro.

#### To load a new file or view existing files:

1. Begin by opening the electronic file Viewer in the root of the program directory (i.e. C:\1099 Pro\Pr42ST13) Find the file magview.exe and double-click to open.
2. Click the load button to load a file.
3. At the Select electronic File Screen, browse your local drive or network drive location for the electronic file you want, click on it once to select it, then click Open. [Note: Loading a new file](#)
  - The file you selected is displayed in the electronic File Viewer window.
4. View the selected file by first highlighting the one you want to open and click the View Selected File button.
  - Additionally you may delete a file by highlighting it and selecting Delete Selected File. or close the electronic File Viewer Tool by Clicking the Close button.

#### Electronic File Viewer (with file selected)

At the Electronic File Viewer Screen, you will see the files you have opened the column categories displaying the contents of the file information as follows:

- **File Type**
- **Tax Year**
- **Total Records**
- **Date & Time the file was loaded into the viewer**
- **Total Filers**
- **Total Recipients**
- **File Name**
- 

You will typically find the following general field descriptions embedded in a electronic file:

- [Transmitter "T" Record](#)
- [Withholding "W" Record](#)
- [Recipient "Q" Record](#)
- [Reconciliation "C" Record](#)
- [End of Transmission "F" Record](#)

#### The Main Screen of the electronic File Viewer (with file open)

After you open the electronic File you will see the contents of the file. The left side of the window contains a listed hierarchy of "T", "W", "Q", "C", and "F" records. As you highlight each field, (i.e. The "T" record field for a [Transmitter](#), the right side of the window displays to data in relation to the current field selected on the left. While navigating up and down in a vertically with the cursor keys on the keyboard, you will notice that you must click with your mouse in order to have the right pane to display the data. The top of the screen contains an

overall summary of the Transmitter Detail. There are also two different viewing options. View as Field List and View as Text.

### Viewing as Field List

For viewing the data in a field by field format.

- **From, Thru, Size** - Denotes the physical location of the fields.
- **Field Name** - Displays the title of the field that contains the data
- **Field Value** - Contains the data manually entered by the filer or imported from an ASCII text file.

### Viewing as Text

For viewing the data in a record without fields

- The cursor position allows you to locate specifically where your cursor is within a record.

### Expanding or Contracting Views

[ + ] - Click on the cross to expand the hierarchy of data for any given field in the pane to the left

[ - ] - Click the minus symbol to contract the hierarchy of data for any given field in the pane to the left

**Note:** Additionally you may click the Expand All or Contract all buttons to apply the same function to all fields.

## 10.4 Electronic File Wizard

### Electronic File Wizard

The 1042-S Pro E-File Wizard simplifies the process of generating electronic files.

### IRS Filing Deadlines

We recommend waiting to generate your electronic files until the end of the filing period. This allows you the maximum amount of time to correct any errors before filing with the IRS.

- Electronic files must be mailed by March 17, 2014.
- Electronic files must be uploaded by March 17, 2014.

#### To generate files

1. Enter your transmitter information, including [TCC](#), at the [Update E-File Transmitter Information](#) screen.
2. On the [task panel](#) select the Filing Forms tab and the File via e-File or disk icon.
3. At the Filing via E-File screen select the "Begin a New electronic Filing Process" button.
4. At the 1042-S Pro E-File Wizard click "Next" to proceed. Use the "Back" button at any time to go back a step.
5. Select the filers to include in the E-File file by clicking the "Tag" button. A red checkmark appears beside each tagged filer. (See [Tag Key Shortcuts](#))
6. Select the type of file to generate:
  - **Original:** Select if submitting file for the first time to the IRS.
  - **Correction:** 1042-S Pro only supports [paper corrections](#). For details on filing electronic corrections please contact the [Service Bureau](#).
  - **Test:** Select if creating a test file.

7. Select how you want to submit the file to the IRS/MCC.
  - **Electronic Filing**

**Note:** As of TY 2009, the form 4808 has become obsolete, as magnetic media is no longer accepted. Per IRS pub 1220.

<http://www.irs.gov/pub/irs-irbs/irb08-23.pdf>

8. Select the destination folder. Default location is C:\1099 Pro\Pr42ST13\MagFiles.
  - The E-File Wizard carefully names your file(s) according to IRS specifications (e.g., 1042TAX.001, 1042TAX.002, etc.) **DO NOT RENAME THESE FILE(S)**.
  - If you are creating your files on floppy diskettes please have an adequate supply of BLANK, FORMATTED disks available.
9. Verify Transmitter and Contact information, make changes as appropriate.
10. Click "**Finish**" to begin creating your electronic files.
  - **Electronic Files:** See [FIRE System](#) for information on uploading your file to the IRS.

## 10.5 E-File Session

### Reset E-File

Void a E-File session and all records are automatically reset to their pre-E-File status.

#### To reset session

1. On the [task panel](#) select the Filing & Corrections tab and the File via e-File or disk icon.
2. At the Completed E-File Session List highlight a session and click the "Reset (Void) E-File" button.
3. 1042-S Pro prompts, "Are you sure you want to void this transmittal?" Click "Yes" to proceed or "No" to cancel.
  - The "Session Type" column turns red to indicate that the E-File session has been voided.

## 10.6 FIRE Upload Process

### FIRE system upload

The purpose of this tutorial is to guide you through account creation for the IRS FIRE (Filing Information Returns Electronically) system and uploading your file to the IRS.

**Note:** this process applies to 1098's, 1099's, 5498's, 1042-S's and W-2G's, Not W-2's.

If you have never created an IRS FIRE system account, you will need to do so.

1. Visit <http://FIRE.IRS.gov>
2. Click on the link labeled [Create New Account](#)
3. Now you will be asked to enter your company specific information. Enter your information in the indicated fields.

**Note:** This is critical because if there is any problem with the file, this is the information the IRS will use to attempt to contact you.

4. Once you have completed filling the information in, click "**Submit**" to continue.
5. You will be taken to a screen where you can create a user name and a password for accessing the IRS FIRE system. Read the directions carefully.

**NOTE:** The password that you create **MUST** be 8 characters in length, and have an upper case, a lower case



and a numeral, but cannot contain your user id or personal name.

6. Once you have input your chosen user name and password, click the **“Create”** button.
7. You will be asked to create a pin number. This number will be used when you upload your file (which is created by the 1099 Pro software).
8. Once you are done with the PIN creation process click the **“Submit”** button
9. Now you will be redirected to the FIRE system account page, where you can make modifications to your account, or you can upload the file that 1099 Pro has created.
10. To continue with the file upload process, click on the **“Send Information Returns”** link in the top left corner.
11. You will be asked to enter your TCC and EIN at this point. Once you have entered this information, click the **“Submit”** button.

**Note:** If you do not have a TCC number you will need to complete form 4419 and submit the completed document to the IRS (<http://www.irs.gov/pub/irs-pdf/f4419.pdf>)

12. Now you will be shown your contact information. You can make any adjustments that are necessary, and once you are done, click the **“Accept”** button.
13. Here you will be shown a list of links, and you will choose what type of file you are uploading.

- **Original File:** An information return that has never been reported.

1. Once you have clicked on the **“Original File”** link, you will be asked to enter the PIN number that you created in step 7. Once you have done this, click **“Submit”**.
2. Now you will need to click on **“browse”** and locate the file that the 1099 Pro software created for you.
3. After locating the file, click the **“Upload”** button to send it to the IRS.

- **Replacement File:** If an original or correction information return is bad, it must be sent as a replacement file after you fix the errors.

**Note:** This is not a correction file; this is only resending files that received a file status of bad. For a corrections file, click on the **“Amended/Correction File”** link.

**Note:** Once you have clicked on the **“Replacement file”** link you will need to choose if you are replacing an Electronic file. The 1099 Pro software generates Electronic files.

- **Amended/Correction File:** An information return which is submitted by the transmitter, in order to correct an information return that was previously submitted and processed by the IRS, but contained erroneous data. An amended/correction file will only contain the records in error, not the entire original submission. If you are sending a 1042-S file, you would click on Amended File. Otherwise, click on Correction File.

1. Click on **“Correction file”**.
2. You will be prompted to enter the PIN you created in step 7 of this tutorial. Once you have done this click **“Submit”**.
3. You will now need to click on **“Browse”** and locate the file that you created using the 1099 Pro software. Once you have located the file, you will need to click on the **“Upload”** button.

- **Test File:** This option is used to test your files for the upcoming tax year.

1. Click on the **“Test File”** link.
2. Click on Browse and locate the test file that you created using the 1099 Pro software. Once you have done this, click on the **“Upload”** button.

**Note:** Test dates are as follows:

**Form 1042-S: November 1, 2013, and February 17, 2014**  
**Form 8027: November 1, 2013, and February 17, 2014**

**All Others: November 1, 2013, and February 17, 2014**

**Note:** If you are submitting a correction file, you will have to select the **“Test file”** option in the 1099 Pro software during the E-File generation process.

Once you are done with uploading any electronic files to us, click on **“Logout”** to complete your upload session.

## 11 Forms

### Forms

This topic will guide you through questions you might have regarding the several form types that are used in 1042-S Pro.

### 11.1 1042-T Filed

#### Assign Filed 1042-T Status

Select this option if the 1042-T transmittal was completed properly and printed to your satisfaction. The records in this print session are assigned a Filed 1042-T status and are no longer available for edits.

Remember to mail your Copy A's and 1042-T to the IRS by March 17, 2014.

Review [Deadlines](#)  
[Print Status Overview](#)

### 11.1.1 1042-T NotFiled

#### 1042-T Not Filed

Select this option if you are dissatisfied with the 1042-T (destroy the printed 1042-T). The records in this print session maintain their printed status and are available for inclusion in another 1042-T transmittal.

[Print Status Overview](#)

### 11.1.2 1042-T Wizard

#### 1042-T Print Wizard

The 1042-T Print Wizard makes it easy to generate a 1042-T Transmittal.

##### Things to keep in mind:

- Wait until early March to print your transmittal (and associated Copy A's) to incorporate as many recipient change requests as possible.
- A 1042-T Transmittal can ONLY be generated for records with a [printed](#) status.
- Each type of Form 1042-S (i.e., Original, Voided, Corrected, Pro-Rata Original, Pro-Rata Voided or Pro-Rata Corrected) requires its own 1042-T Transmittal.
- **The 1042-T Transmittal prints to blank paper**; this form does not require a pre printed red ink form.

##### To generate a 1042-T

1. On the [task panel](#) select the Filing My Forms tab and click the Generate 1042-T icon.

2. Click the **"Begin a New Form 1042-T Process"** button to access the Form 1042-T Print Wizard. To proceed with the Print Wizard click **"Next"**. Use the **"Back"** button at any time to go back a step.
3. Select the form type (i.e., Original, Voided, Corrected, Pro-Rata Original, Pro-Rata Voided or Pro-Rata Corrected) to process. Only those records with a [printed](#) status are available.
4. [Tag](#) print sessions. Multiple print sessions of the same form type may be included in this 1042-T. Click **"Next"** to proceed.
5. Review other information:
  - Assign Intermediary Status as appropriate.
  - Verify Phone Number.
  - If you will never again file another 1042-T for this company, either on paper, magnetically or electronically, mark the **"Final return"** check box.
6. Review 1042-T summary and if satisfied, click **"Print"** to begin printing.
7. Indicate if the Transmittal is ready to send to the IRS:
  - Select **"YES - My 1042-T printed correctly"** if you are satisfied with the 1042-T. These forms will have a Filed 1042-T status. Remember to mail your Copy A's and signed Form 1042-T to the IRS by **March 17, 2014**.
  - Select **"NO - My 1042-T is not correct"** if you are not satisfied with the 1042-T. Discard the 1042-T. These forms will continue to have a [printed](#) status.
8. Click **"Finish"** to exit the 1042-T Wizard.

### 11.1.3 Filing Form 1042-T

#### Filing Form 1042-T

The 1042-T Print Wizard makes it easy to generate a 1042-T Transmittal.

### 11.1.4 Print 1042-T Session Report

#### Print 1042-T Session Report

##### Print Session Report

The Print Session report summarizes all data for the selected transmittal.

##### To generate this report

1. On the [task panel](#) select the Filing & Corrections tab and the Generate 1042-T icon.
2. At the Completed Form 1042-T Print Session List highlight a 1042-T print session and click the **"View/Print Session Report"** button. Click **"Yes"** to preview the report.

### 11.1.5 Reset 1042-T Session

#### Reset 1042-T Session

##### Reset 1042-T

Void a 1042-T and all records in that print session are automatically reset to printed status.

##### To reset session

1. On the [task panel](#) select the Filing & Corrections tab and the Generate 1042-T icon.
2. At the Completed Form 1042-T Print Session List highlight a 1042-T print session and click the **"Reset (Void) 1042-T"** button.
3. 1042-S Pro prompts, **"Are you sure you want to void this transmittal?"** Click **"Yes"** to proceed or **"No"** to cancel.

## 11.2 1042-S

### Browse Form 1042-S

The Preparing My Forms screen allows you to view all forms of a particular form type and sort them in the order you designate. From this screen you can Add, Change, Delete, Print, Total as well as perform Group Actions with your forms.

**Current Sort/View Order** - Current Sort Order or Views available to 1042-S Pro customers allow for sorting by certain criteria. They are Last Name or Company, by TIN or you have the ability to create custom views by selecting from available views in one window and displaying these views in the Enter, Update & View screen. See [Current Sort/View Order](#) for further details. There are two ways to search for a form, one from the keyboard depending on your sort order and one by using your mouse.

**Current Query/Filter** - By default all forms for the form type selected are displayed. You can choose to display a subset of the current form type by clicking on "Current Query" drop down and use an alternate pre-canned query e.g. Filed Corrections Only or create your own custom query e.g. Tax State = CA, Corrected forms only, ... Note that the "Status" of a form can be used to create powerful queries to limit the records displayed. For example if you had Printed a batch of forms and then you imported a 2nd batch you might want to limit the forms displayed to those with a Status of "Pending" (which would exclude all form with a Status of "Printed", "Filed", ...).

### Add a Record

1042-S Pro handles unlimited recipients and records. If preparing more than 250 records of any one type for a filer, you must file those records electronically.

### Change a Record

Only records with a pending status are available for modification. Changes to a recipient's TIN must be made directly at the Browse Recipients screen.

### Delete a Record

Only records with a pending status may be deleted. To delete all other records you must first reset their print status.

### 1042-S Report

This report is based on the currently selected query (if the default query, All Records, is chosen, then the report is identical to the Control Totals report).

**Group Actions Button** - Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken. For Example: **Deleting** a group of pending forms allows you to manually select or "tag" any number of pending forms for removal. All associated notes for the forms will also be deleted. See [Group Actions](#) for more information

**Browse by Form Button** - All tax form browses now have a new button on them to initiate browsing tax forms using the update form. This lets you move from form to form while viewing all of the data for each form. When you use Browse by Form, your current View and Query settings will still be in effect, just as if you were using the standard browse. For example, if you are viewing the list of forms in Last Name/Company order, and have a Query to only show forms that have Notes, you will still see only forms that have notes, in Last Name/Company order, when you switch to Browse by Form mode. See [Browsing by Form](#) for further

instructions.

**Quick Print Form Button** - To quickly any tax form from the Work With My Tax Forms screen, highlight the form and click on Quick Print. See [Quick Print](#) for further instructions

## 11.2.1 1042-S Report

### 1042-S Report

This report is based on the currently selected [query](#) (if the default query, All Records, is chosen, then the report is identical to the Control Totals report).

#### To Run a Report

1. At the "Work with My Tax Forms" screen click the "Run 1042-S Report" button.
2. 1042-S Pro prompts to use the current query. The current query is displayed in the upper right of the "Work with My Tax Forms" screen. Click "Yes" to use the current query, "No" for query options or "Cancel" to exit. Query Options include:
  - Select a previously saved query
  - Create a New Query
  - Do Not Apply a Query (generates standard Control Totals report)
  - Cancel Without Continuing

## 11.2.2 Add a Record

### Add a Record

1042-S Pro handles unlimited recipients and records. If preparing more than 250 records of any one type for a filer, you must file those records [electronically](#).

#### To add a record

1. At the ["Work with My Tax Forms"](#) screen click "Add" to access the Adding a Form 1042-S Record screen.
2. After completing all fields click "Save". The record is saved and a blank screen is presented for your next record. Click "Cancel" to exit the Adding a Form 1042-S Record screen.

## 11.2.3 Browsing by Form

### Browsing by Form

All tax form browses now have a new button on them to initiate browsing tax forms using the update form. This lets you move from form to form while viewing all of the data for each form.

To use this feature:

1. Click on 'Preparing My Forms' task panel on the navigation bar on the left, then click on Work With My Tax Forms. You could also just choose 'Create, Edit and View' from the 'Forms' menu.
2. Select the type of tax form to browse.
3. Select the individual form you want to start browsing at.
4. Click on the 'Browse by Form' button.
5. Use your PageUp and PageDown keys to move forwards and backwards through the list of forms. If a form has been printed or filed you will only be able to view it. If the form has a status of Pending you will be able to update it and save your changes.
6. If you want to keep browsing after making changes to a Pending form, just press PageUp or PageDown to continue. You will be asked if you want to save your changes (answer YES), then your changes will be saved and the next form will be displayed.
7. To stop browsing by form and return to the list, just press Cancel or Save on any form.

When you use Browse by Form, your current View and Query settings will still be in effect, just as if you were using the standard browse. For example, if you are viewing the list of forms in Last Name/Company order, and have a Query to only show forms that have [Notes](#), you will still see only forms that have notes, in Last Name/Company order, when you switch to Browse by Form mode.

## 11.2.4 Change a Record

### Change a Record

Only records with a [pending](#) status are available for modification. Changes to a recipient's TIN must be made directly at the [Browse Recipients](#) screen.

#### To change a record

1. At the "[Work with My Tax Forms](#)" screen highlight a record and click "Change" to access the Changing a Form 1042-S Record screen.
2. Make necessary changes and click "Save".

## 11.2.5 Copy "A"

### Copy A Print Specs

#### IRS Revenue Procedure

**The IRS has specific requirements for printing Copy A of Form 1042-S.** 1099 Pro sells paper for printing Copy A that fulfills these requirements (paper breaks down to a 8" x 5 ½" dimension). For more information contact Sales at (888) 776-1099 and request information on Form 5144. Users may instead opt to manually cut down their forms to the 8" x 5 ½" dimension

#### IRS Specs for Copy A

The official form is 8 inches wide x 5 1/2 inches deep, exclusive of a 1/2 snap stub on the left side of the form. The snap feature is not required on substitutes.

- The width of a substitute Copy A must be a minimum of 7 inches and a maximum of 8 inches, although adherence to the size of the official form is preferred. If the width of substitute Copy A is reduced from that of the official form, the width of each field on the substitute form must be reduced proportionately. The left margin must be 1/2 inch and free of all printing other than that shown on the official form.
- The depth of a substitute Copy A must be a minimum of 5 1/6 inches and a maximum of 5 1/2 inches.

## 11.2.6 Delete a Record

### Delete a Record

Only records with a [pending](#) status may be deleted. To delete all other records you must first [reset their print status](#).

**To delete a record**

1. At the "[Work with My Tax Forms](#)" screen highlight the record and click "Delete".
2. 1042-S Pro prompts to confirm the deletion. Click "Yes" to delete the record or "No" to cancel."

## 11.2.7 Group Actions

### Group Actions

Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken.

**Printing Pending Tax Forms**

You can select (tag) any number of tax forms that have a status of Pending, then print them using the Quick Print options to quickly select the paper type, Copies, sort order and more. If you need to print copy A forms and change the status of the forms from Pending to Printed, you must use the standard 'Print/Mail Forms Myself' button and wizard. Quick Printing does not provide for changing status.

**Reprinting Printed or Filed Tax Forms**

Allows you to select (tag) from a list of all forms that no longer have a status of Pending and then reprint the forms using the Quick Print options to quickly select the paper type, Copies, sort order and more.

**Adding New Forms for Selected Recipients**

This option lets you select (tag) any number of recipients, and then loop through the list creating new forms for them. The program will automatically fill in the recipient information on each new form, so all you have to do is fill in the specific box information for the form. For additional flexibility, you are also given the option to add the forms in any of four sort orders: by name, by TIN, by State or by ZIP.

**Deleting Pending Tax Forms**

Using this option, you can select (tag) any number of Pending tax forms and delete them with one operation. All notes associated with the form are also deleted.

**Resetting Printed Tax Forms Back To Pending**

You can select (tag) any number of tax forms that have a current status of Printed, and reset their status back to Pending so that they can be updated or deleted. The selected forms can belong to any print session. **Voiding Printed Tax Forms.** You can select (tag) any number of tax forms that have a current status of Printed, and change their status Void so that they cannot be filed. The selected forms can belong to any print session.

**Un-voiding Tax Forms**

You can select (tag) any number of tax forms that have a current status of Void, and reset their status back to Pending so that they can be updated or deleted.

## 11.3 Forms W-9 and W-8

### Form W-8

Use Form W-8 Request for Taxpayer Identification Number and Certification to request a recipient's TIN if the

recipient is a U.S. person or U.S. resident alien. Use the appropriate Form W-8 If the recipient is a foreign person.

1042-S Pro offers the following related forms at the [Printing Blank Forms](#) screen:

- Forms W-8EXP, W-8IMY, W-8ECI and W-8BEN. Print appropriate forms and submit to recipients for manual completion.

### 11.3.1 B Notices

#### B Notices

If after submitting files to the IRS a mismatch is determined, (e.g., a recipient's name and TIN do not match the IRS records), the IRS sends the Filer a CP2100 or CP2100A Notice. The Filer must then issue a **Form W-9** and a **B Notice** to the recipient in question unless, the Filer determines the error was on their part (e.g., a typo). Note the following:

- The recipient has 15 business days to respond to the notice, the Filer has 30 businesses days to reply to the IRS with their findings.
- The Filer need only issue a "B" notice 2 times in 3 calendar years to the same account.

Any data entered in the optional [Location Code](#) field must appear, per the IRS, on backup withholding notices.

#### Sample "B" Notices

Download Pub. 1679, A Guide To Backup Withholding, from [http://www.irs.ustreas.gov/formspubs/lists/0\\_id=97819\\_00.html](http://www.irs.ustreas.gov/formspubs/lists/0_id=97819_00.html). The publication includes first and second sample "B" notice formats. Customize it in a word processing program (e.g., Microsoft Word) and create a mail merge.

See [IRS Instructions](#)

### 11.4 4419

#### 4419

Application for Filing Information Returns Magnetically/Electronically. Print this form at the Printing Blank Forms screen.

### 11.5 4804

#### 4804

**Purpose of Form.** Use Form 4804 when submitting the following types of information returns magnetically: Form 1098, 1099, 5498, W-2G, 1042-S, and 8027. You must include Form 4804 with all magnetic media you submit to the Internal Revenue Service.

**Note: As of TY 2009, the form 4804 is obsolete. And is no longer being used.**

**From tax year 2009, publication 1220**

Form 4804, Transmittal of Information Returns Reported Magnetically, is obsolete. This form was only



required for magnetic media reporting which is no longer a valid method of reporting information returns.

## 11.6 5144

### Form 5144

Copy A MUST be printed on **Form 5144**, a blank, laser perforated sheet with a detachable snap. Copy A MUST be printed with the 1/2-inch snap on the RIGHT side. All perfs must be detached prior to submitting to the IRS. This makes the form 5-3/8" high x 8" wide and leaves the left margin at 5/8" per IRS requirements.

Form 5144 may be purchased from 1099 Pro, Inc. by contacting Sales at (888) 776-1099 OR users may instead opt to manually cut down their forms to the required dimensions.

See IRS Revenue Procedure 2001-501 topic

## 12 Helpful Hints

### Helpful Hints

### 12.1 Additional IRS Resources

#### Additional IRS Resources

The following instructions are [PDF](#) files contained within your local 1042-S Pro installation.

#### Instructions

- [Instructions for Form 1042-S](#)
- [Form 1042-T Annual Summary and Transmittal of Forms 1042-S](#)

**Additional IRS Resources** (Note: The following links require an active connection to the internet. Please be sure that you are connected before continuing.)

- [Tax Information For International Businesses](#)
- [Tax Withholding Types](#)
- [NRA Withholding](#)
- [Withholding on Specific Income](#)
- [Federal Income Tax Withholding](#)

If you have questions about specific tax regulations or regulatory services, please contact [IRSCompliance.org](http://IRSCompliance.org) via

**Phone:** 877 TAX-REGS (877) 829-7342

**Email:** [compliance@IRSCompliance.org](mailto:compliance@IRSCompliance.org)

Users with an active internet connection can access many other files directly from the IRS/SSA websites. For details see [Print Blank Forms & Instructions](#).

**Additional IRS Resources** (Note: The following links require an active connection to the internet. Please be sure that you are connected before continuing.)

## 12.2 Data Conversion

### Data Conversion

The 750 byte IRS File Conversion Utility, comes as a new implementation for 1099 Pro Enterprise Edition (only). The utility allows you to take a 750 byte electronic file generated from the software and break it down into "map by name" compatible import files.

#### To Convert a Electronic File

1. Open the Procv.exe file in your C:\1099 Pro\Pro99t0x directory and double-click it to start the utility.
2. Click the "**I Accept**" button to accept the EULA (End User License Agreement).
3. The main screen of the IRS Conversion Utility is displayed.
4. Select "**Browse**" for the Input File Name field. Locate the electronic file you want to convert and press "**Ok**".
5. Next, select the "**Browse**" Button for the Output Directory. Choose the directory you want the files placed in or click the "**New Folder**" button and create a name for a folder, then click "**ok**".
6. In the Extension Field, you can designate a three-character extension for each file name that will be converted.
7. This extension can be used to identify the output file from a single input file if your input file resides in this same directory.
8. Certain State and local data which appears on IRS forms is not contained in the IRS file specification. This data may reside in the Special Data Entries field (positions 663-722 of the IRS record). You have three options for handling this data:
  - **Ignore it**
  - **Warn if present**
  - **Extract using the default format**
9. To begin converting your file, press the "**Process**" button, or to cancel the conversion process click the "**Exit**" button.

## 12.3 Form Status Values

### Form Status values

#### 1. Form Status values

```
!-----
!-- Standard tax form record status equates
! NOTE: These values *CANNOT* be changed once a product is in the field.
!-----
!-- Original record (range: 0 - 10)
ePending Equate(0)
```

```
ePrinted Equate(1)
ePrintedVoided Equate(2)
ePrintedFiled1096 Equate(3)
ePrintedFiledMag Equate(4)
ePrintedUploaded Equate(5)
eFiledMag Equate(6) ! Filed without printing
eUploaded Equate(7) ! Uploaded without printing
!-- 'Corrected' Original with blanked amounts (range: 10 - 19)
eCorrectedPending Equate(10)
eCorrectedPrinted Equate(11)
eCorrectedPrintedVoided Equate(12)
eCorrectedPrintedFiled1096 Equate(13)
eCorrectedPrintedFiledMag Equate(14)
eCorrectedPrintedUploaded Equate(15)
eCorrectedFiledMag Equate(16)
eCorrectedUploaded Equate(17)
!-- Correction record (range: 20 - 29)
eCorrectionPending Equate(20)
eCorrectionPrinted Equate(21)
eCorrectionPrintedVoided Equate(22)
eCorrectionPrintedFiled1096 Equate(23)
eCorrectionPrintedFiledMag Equate(24)
eCorrectionPrintedUploaded Equate(25)
eCorrectionFiledMag Equate(26)
eCorrectionUploaded Equate(27)
```

## 2. Voided Form

This one should already appear in the QW as a checkbox.

## 3. Correction Type

This is pretty much internal to the program.

## 4. Error Status

We ship with queries for these already.

0 = No errors

1 = Warnings

2 = Errors

3 = Warnings + Errors

4 = Fatal/major Error

## 12.4 IRS Instructions

### IRS Instructions

The following instructions are [PDF](#) files contained within your local 1042-S Pro installation.

#### Instructions

- [Instructions for Form 1042-S](#)
- [Form 1042-T Annual Summary and Transmittal of Forms 1042-S](#)

**Additional IRS Resources** (Note: The following links require an active connection to the internet. Please be sure that you are connected before continuing.)

The [IRS](#) & [SSA](#) websites have extensive information that can be of great assistance.

- [Tax Information For International Businesses](#)
- [Tax Withholding](#)
- [Print Forms and Publications](#) (For details see [Print Blank Forms & Instructions](#))

## 12.5 Keyboard Shortcuts

### Keyboard Shortcuts

**<Alt>**: Use <Alt> and the underlined letter (or number) of any menu bar item to access a drop menu. For example, use <Alt>+<R> to access "Reports".

**<F1>**: Access context-sensitive help at any screen.

**<F2> or Right-Click Mouse**: With your cursor in the appropriate box, use the <F2> key or right-click your mouse to access box specific data:

- **Box 1**: Select Income Type Code listing
- **Box 6**: Select Exemption Authority Code listing
- **Box 12**: Select Recipient Type Code listing
- **Box 14**: Select a Recipient (Name, TIN and Address) database
- **Box 16**: Country Code listing
- **Boxes 17-20**: Browse the Filer NQI File database
- **Boxes 23-24**: Select State ID database

**Incremental Search**: Access any recipient or filer via the [Search Name](#) field.

**Drop Menu\***: Right click your mouse to view a popup box with options to add, change or delete records.

*\*Available at the Browse the Recipients, Browse Forms and Filer Master List screens only.*

## 12.6 Multiple Recipients with One TIN

### Multiple Recipients with One TIN

Occasionally a filer may issue multiple forms to the same recipient or issue forms to two individuals sharing one SSN or EIN. For example, *Jane Doe DBA Jane's Courier Service* and *Jane Doe* both use an SSN of 123-45-6789. However, Jane Doe DBA and Jane Doe have different addresses. To enter both recipients follow this procedure:

1. Enter Jane Doe as normal at any Adding a New Record screen. This will be the "master" recipient information for Jane Doe.
2. Click "Save" to save Jane Doe's record.
3. At the next Adding a New Record screen, enter the shared TIN in the Recipient TIN field. Jane Doe's name and address automatically fill the screen.
4. Use SHIFT + TAB to move backwards through the fields and **overwrite** the name and/or address fields with Jane Doe DBA's information.
5. Click "Save" to save your changes.

6. The Administrator indicates a possible recipient information mismatch. Click "No" to not update Jane Doe DBA with the "master" record. Also uncheck the "Update All Other Pending Forms" checkbox.

At the Browse the Recipients screen only the "master" record, Jane Doe, is listed. However, the recipient record does list the DBA under the Accounts/Name2 tab.

## 12.7 Penalties

### Penalties

From the IRS 2013 *Instructions for Form 1042-S*:

The following penalties apply to the person required to file Form 1042-S. The penalties apply to both paper filers and to electronic filers.

Late filing of correct Form 1042-S. A penalty may be imposed for failure to file each correct and complete Form 1042-S when due (including extensions), unless you can show that the failure was due to reasonable cause and not willful neglect. The penalty, based on when you file a correct Form 1042-S, is:

\$15 per Form 1042-S if you correctly file within 30 days; maximum penalty \$75,000 per year (\$25,000 for a small business). A small business, for this purpose, is defined as having average annual gross receipts of \$5 million or less for the 3 most recent tax years (or for the period of its existence, if shorter) ending before the calendar year in which the Forms 1042-S are due.

\$30 per Form 1042-S if you correctly file more than 30 days after the due date but by August 1; maximum penalty \$150,000 per year (\$50,000 for a small business).

\$50 per Form 1042-S if you file after August 1 or you do not file correct Forms 1042-S; maximum penalty \$250,000 per year (\$100,000 for a small business).

If you intentionally disregard the requirement to report correct information, the penalty per Form 1042-S is increased to \$100 or, if greater, 10% of the total amount of items required to be reported, with no maximum penalty.

Failure to furnish correct Form 1042-S to recipient. If you fail to provide correct statements to recipients and cannot show reasonable cause, a penalty of \$50 may be imposed for each failure to furnish Form 1042-S to the recipient when due. The penalty may also be imposed for failure to include all required information or for furnishing incorrect information on Form 1042-S. The maximum penalty is \$100,000 for all failures to furnish correct recipient statements during a calendar year. If you intentionally disregard the requirement to report correct information, each \$50 penalty is increased to \$100 or, if greater, 10% of the total amount of items required to be reported, with no maximum penalty.

Failure to file electronically. If you are required to file electronically but fail to do so, and you do not have an approved waiver on record, you may be subject to a \$50 penalty per return unless you establish reasonable cause. The penalty applies separately to original returns and amended returns. The maximum penalty is \$100,000.

#### Avoid Common Errors

To ensure that your Forms 1042-S can be correctly processed, be sure that you:

Carefully read the information provided in Pub. 515 and these instructions.

If you are an electronic filer, comply with the requirements in Pub. 1187.

Complete all required fields. At a minimum, you must enter information in boxes 1, 2, 5, 6, 7, 9, 11, 12a-12d, 13a, 13b, and 16. Other boxes must be completed if the nature of the payment requires it.

Note.

You may leave box 6 blank if you are applying backup withholding to the payment being reported.

Use only income, recipient, exemption, and country codes specifically listed in these instructions.

Use only tax rates that are allowed by statute, regulation, or treaty. Do not attempt to “blend” rates. Instead, if necessary, submit multiple Forms 1042-S to show changes in tax rate.

All information you enter when reporting the payment must correctly reflect the intent of statute and regulations. Generally, you should rely on the withholding documentation you have collected (Form W-8 series, Form 8233, etc.) to complete your Form 1042-S submissions.

## 12.8 Preferences

### Preferences

Preference items allow you to customize 1042-S Pro software.

#### To modify preferences

1. On the task panel click the General Options tab and the Preferences icon.
2. At the Preferences screen all items except for Hide Category are checked "on" by default. Uncheck an item to cancel its functionality.

### Preference Items

#### Overall Program Options

- Automatically Reselect Last Filer at Program Start
- Require Full Name and Address Before a Form Can Be Saved
- Auto [Capitalize](#) Names, Addresses & Localities During Manual Entry
- Automatically calculate and fill in Federal withholding in 1042-S Box 7
- Show Reminder When Using 'Add Recipient': Reminds user not to enter employees directly at the Browse Recipients screen.
- Hide the Optional Form Category Field on Data Entry Forms
- Remind Me to Backup Every 'X' Days: The reminder defaults to 1 day although any number between 0 to 99 is allowed. Set to "0" to backup every time you exit 1042-S Pro. To disable the reminder uncheck the box.

### 1042-S Options

#### To help reduce data errors, When Possible

- Calculate and fill in Federal Withholding in 1042-S Box 7

#### Foreign Address Postal Code Option:

- Use this option to control whether a missing Postal code for a foreign recipient (i.e., not USA or Canadian) is flagged as an error or not.

**NOTE:** If you intend to file electronically either yourself or via the 1099 Pro Service Bureau, the IRS states in [Publication 1187](#) that postal information should NOT be placed in the City field for foreign recipients -- it should be placed in its own separate Postal field. This option defaults to OFF, i.e., not flagging missing postal information as an error. Use the Preferences option to change this behavior. If you do turn the option on to see if you have problems with missing Postal codes, use the 'Check/update Error status for all tax forms' option on the Utilities menu to apply the new validation to all of your Pending tax forms, then run an Extended report with the 'Print ONLY Errors and warnings' option to see the results. You can also use the 'Errors and Warnings only' query on the browse to list only the forms that need fixing.

## Checking for Updates

These options help to ensure that you have the most up to date version, including any last minute changes from the IRS/SSA.

- Ask for confirmation every time before checking.

### How often the program should check for updates.

- Automatic adjustment(recommended): the program will check for updates occasionally during the summer, more frequently as tax season approaches, and everyday at the height of the tax season.
- Specified Interval (1-45 days) Throughout the year. Checks will occur at the interval you set here. (Set the number of days between update reminders.
- Manual checking only: you will need to use the menu options to check for all updates.

## 12.9 Safeguard TINs

### Safeguard TINs

When printing forms via the Combined Print option the [TIN](#) may sometimes show through the envelope. 1099 Pro, Inc. offers the following solutions to this problem:

1. Instead of having the top panel show through the envelope try having the bottom panel show. For example, if the Combined Print option shows the recipient's TIN with the top panel (Copy B) for the mailing address, then try folding the paper so the middle panel (Copy C) or bottom panel (Copy D) shows through instead.
2. Try a different print driver with your printer. For example, an HP 4SI with a PCL 5 driver gives different results than a PCL 6 driver.
3. Try envelopes and paper from 1099 Pro, Inc. For example, the #8888-1 envelope is specifically designed for the Combined Print option in conjunction with blank paper stock #5145.

## 12.10 Search

### Search

Use the Search field to quickly locate a [recipient](#) or [filer](#).

#### To search (aka incremental index)

1. At the Browse the Recipients, Browse Forms or Filer Master List screen place your cursor in the Search field.
2. Set the [Current View](#) to the correct search criteria.
3. Enter the first few characters of your search criteria and click TAB.
  - The browse screen highlights the record matching your entry. If multiple records match your entry the screen highlights the first match. Use the ARROW keys to scroll through the matches.

## 12.11 Special Help

### Special Help

Some 1042-S Pro Wizard screens offer this button for quick access to special help topics.

This button typically offers more detailed information than what is available via the standard "Help" button or <F1> key.

## 12.12 Welcome Wizard

### Welcome Wizard

The Welcome Wizard walks you through creating your first [filer](#), a required step to using 1042-S Pro.

The Wizard consists of:

- Important information about [screen and font size](#) requirements.
- Detailed explanations of What Is a TIN? and What Is a Filer?
- An opportunity to create your first filer (at least one filer is required in order to use 1042-S Pro) or to select a filer from a list of rolled forward filers (requires you to have performed a [Roll Forward](#) during the installation routine)
- An opportunity to activate optional security features.
- Access to Getting Started - a great way to learn about 1042-S Pro!

## 12.13 Microsoft Access 2007 Rollup Procedure

### Microsoft Access Roll up Procedure for Microsoft Office 2007

This procedure will walk you through the process of aggregating information for multiple tax forms located on one spreadsheet and combining them all into one sheet.

This walk though can be useful if you are exporting information from multiple databases, and several of them have information for the same recipient.

1099 Pro does not supply customers with Microsoft Office 2007, or Microsoft Access 2007.

**Note:** The 1099 Pro Client/Server edition of the software includes a option to have tax form information aggregated on import

#### Microsoft Access Rollup Procedure for Microsoft Office 2007

**Note:** You will need tax form information in an existing Excel spreadsheet prior to beginning this tutorial.

1. Start Microsoft access 2007.
2. Click on “**Blank Database**” and name it something appropriate.  
  
**Note:** If necessary select an alternate location to save your database file to.
3. Click on the “**External Data**” tab.
4. Click on “**Excel**” over the “**Import**” area.
5. Click on “**Browse**” and you will be given the option to locate the excel file that you would like to import.

**Note:** Make sure the option “**Import the source data into a new table in the current database**” is selected.



6. You will then be presented with a screen showing you everything in your spreadsheet divided by columns.

**Note:** It is **HIGHLY** recommended that you use headers for your columns in excel, and you select the option “**First Row Contains Column Headings**”.

7. Once you have verified that the information appears correct, click on the “**Next**” button to proceed.
8. Now you will be presented with a screen that will allow you to choose what type of information each column contains, go through the list, and then click on “**Next**” to continue.
9. On the next screen, you will be prompted to choose which field will be used as a primary key; we recommend letting access choose the primary key. Once you are done, click “**Next**” to continue.
10. You will then be asked to name the table that you have created, and then click on “**Finish**”.
11. You will be prompted to save the import steps that you used to create this table. If you would like to, click the “**Save Import steps**” checkbox. Otherwise click “**Close**”.
12. You will then be brought back to your MS access screen; right click on the “**Tab**” labeled “**Table 1**” and click close.
13. Now double click on the table name for the table you created in order to open the table.
14. With you table open, right click on the table name under the “**All Tables**” drop down menu on the left hand side, and click on “**Design View**”.
15. You will then be shown 3 columns: Field Name, Data Type and Description.
16. Under the “**Field Name**” column, you will find each of the boxes from your imported spreadsheet.
17. Under “**Data Type**” you will see how MS Access sees the information in the boxes to the left.
18. Here you will have to see if any of the boxes that you have imported have been imported as the incorrect data type. It is necessary that all boxes that you would like to be aggregated be marked as “**Number**”.
19. **Note:** The program will generate errors when aggregating the forms if you have the incorrect data type associated for a box type.
20. Under “**Description**” you can put any notes that you would like to associate with that box; this will not impact your forms in any way.

21. Now click on the “**Create**” tab, and then click on “**Query Design**”.
22. You will see a list containing your table on it. With your table highlighted, click on “**Add**”.
23. You will then see a window with your table information open in it. You may now click on “**Close**” to close the “**Show Table**” screen.
24. You must now drag and drop the header names from within the query window into the “**Field**” area on the bottom of the screen.

**Note:** You must drag and drop each header that you want to appear in the export into the field area on the bottom of the screen.

25. Once this is done, for each box area where you would like the amounts to be aggregated, click on the “**Totals**” area underneath the desired box and select “**Sum**”.
26. For all areas that should have their information combined, leave the “**Totals**” area at “**Group by**”. This will combine their fields, and this is what should be used for things like TIN, Address types, etc.
27. Once you are done, click on the “**Run**” icon.
28. If everything was entered correctly, you will be presented with a combination of all your matching forms as well as the totals for all the boxes where the prior information matched identically.

**Note:** If “**Sum**” was chosen for an area that could not be “**Summed**” (I.E. Form Category), you will receive an error message:

29. Once that is done, you will be presented with a new object that contains all the information that you chose to aggregate.
30. You can now click on the “**External Data**” tab, and over the “**Export**” area, click on “**Text File**”.
31. It is not recommended that you select any of the options on this page. You will be given further options once you have clicked “**Ok**”.
32. You will now see all your information in the “**Sample Export Format**” window. In addition to this, you will be given the option to save your text file as a “**Delimited**” or “**Fixed Width**”. It is recommended that you choose “**Delimited**” file. Click “**Next**” to continue.
33. You will now be given the choice of what delimiter will be used. It is recommended that you use the “**Tab**” delimiter. Also select “**Include Field Names on First Row**” and change the “**Text Quantifier**” to “**None**”, and click “**Next**” to continue.

34. You will now be given the chance to name your file; it is suggested that you name the file that will easily identify it, and click “**Finish**”.

**Note:** If you plan on creating many of these types of files, it is recommended that you select the option to “**Save Export Steps**” and choose a name that will easily identify the delimited text file creation process.

## 13 Important Dates

### 13.1 Filing Deadlines

#### Filing Deadlines

1099 Pro, Inc. strongly recommends verifying all filing deadlines and addresses. 1099 Pro, Inc. assumes no liability for inaccuracies or changes contained herein.

#### When to File

##### Recipient Copy "B" Filing Deadline

Deadline to file recipient Copy B paper returns is **March 17, 2014** for the 2013 tax year.

##### IRS Copy A and Electronic Filing Deadline

Deadline to file Copy A and 1042-T Transmittal Sheet returns or electronically is **March 17, 2014** for the 2013 tax year.

##### State Filing Deadlines

Most states do not require you to file the 1042-S form. However there are several notable exceptions such as California which also require withholding at the state level. Please check with your local state tax authority for further information.

##### Extensions

To request an extension of time to file Forms 1042-S file [Form 8809](#). You should request an extension as soon as you are aware that an extension is necessary, but no later than the due date for filing Form 1042-S. A request for an extension of time to file Form 1042-S is not automatically approved. If your request for an extension is approved, you will have an additional 30 days to file Form 1042-S. If you need more time, a second Form 8809 may be submitted before the end of the initial extended due date. See Form 8809 and Pub. 1187, Specifications for Filing Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, Magnetically or Electronically, for more information.

##### Where to File

##### **IRS Copy "A" Filing Address**

File Form 1042-T with the Internal Revenue Service Center, Philadelphia, PA 19255. Also send amended returns to this address.

##### **Electronic Filing**

For more information about electronic filing, visit our [FIRE System help topic](#) or visit the [IRS FIRE Site](#).

For more information on filing Form 1042-S please review the [IRS Instructions](#).

## 14 Importing Information Browse Screen

### Importing Information Overview

#### Import Session Report

The Import Session report details all records in the selected import session.

#### To generate this report

1. On the [task panel](#) select the General Options tab and the Importing Forms icon.
2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "View/Print Session Report" button. Click "**Yes**" to preview the report.

#### Reset Import Session

Resetting an import session voids (deletes) all records. The only exception is if some records from a pending import session have been upgraded to filed status. Those records would not be voided. Voiding an import session does not delete recipient information from the master recipient database.

#### To reset session

1. On the task panel select the General Options tab and the Importing Forms icon.
2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "Reset (Void) Session" button.
  - Only sessions with an Imported or Partial status are available for void.
3. The Administrator prompts to confirm the void. Click "Proceed with Reset/Void" to continue or "Cancel" to abort. Session status immediately updates to Voided.

## 14.1 Import Data

### Import Data

#### Import Wizard

An import consists of a simple set of individual steps. They can all be done at once or at different times. Nothing is actually imported into your files until you have completed all three steps.

#### Initial Step - Defining a Custom Map (Optional)

**Step 1 - Importing Data** (The Import Wizard)

**Step 2 - Data Validation** You will have the opportunity to test your data for errors.

**Step 3 - Posting the results of your import.** Post results of your import into the main Enter, Update & View Screen.

Database and Spreadsheet applications files can be imported into 1042-S Pro thus relieving the burden of manually entering the information onto the tax form.

To see more information on importing for **Delimited File Types, or Excel**, [See Import Maps for a Delimited or Excel File Type](#)

or

To Begin the Import process start here [Step 1 - Import Data](#).

## 14.1.1 Manage Import Maps

### Manage Import Maps

The Browse Screen for Import Map files lists the type of mapping and the file format used for those maps. Additional details are available such as Map Notes and Formatting Details for each map and Notes created during the time you created the map will be displayed in the Map Notes section.

#### To Add a New Map

- From the main screen in 1042-S Pro you can click on the "**Import Forms**" link in the Task Panel bar to the left, or as an alternative, click on "**Utilities**" at the top, then click "**Run the Import Wizard**"
- Click on "**Add/update Mapped Imports**".
- To add a new map, click the Add button on this screen and follow the steps in the wizard after choosing your map type of Delimited or Fixed Length.

#### To Change an existing map

- You can highlight an existing map on this screen and click "**Change**". Follow the steps on the screen and the wizard will guide you through the process of changing an existing map. Any change made will overwrite the current mapping.

#### To Delete an existing Map

1. Highlight the existing map you want to delete and when asked to confirm your ok to delete a file, choose ok.
2. If you have any existing mapping tied to a current **import/in process** import session it cannot be deleted. You must first complete or abandon all imports in process and then you will be able to archive the map, however, you cannot use it again.

### 14.1.1.1 Import or Export an Import Map

#### Import or Exporting Maps

Using this screen you may import or export maps for use on other 1042-S Pro installations.

### 14.1.2 Delimited Import Map Wizard

#### Delimited Import Map Wizard

The 1042-S Pro Import Wizard simplifies the process of creating Import Maps so you can then import your data into the 1042-S Pro software. The first step in creating an Import Map is to specify how the records to import will be selected and where the records will be inserted into the tax form. Import files can be imported in a variety of formats, including delimited .CSV, Tab-Delimited, Pipe-Delimited, Excel and Fixed Length(CS only). Follow the steps below to create and/or define an Import map.

#### **Defining a Delimited or Excel Map Type**

1. From the main screen in 1042-S Pro you can click on the "Import Forms" link in the navigation bar to the left, or as an alternative, click on Utilities at the top, then click "Run the Import Wizard"
2. Click on "Add/update Mapped Imports".
3. Next, Click Add to add a new \*Import map to the list, when prompted with "Which type of import would you like to create?", click **"Delimited" or "Excel"**.  
To delete and import map, highlight it and then click the "Delete" button.

\* There are three columns which define an Import Map: **Map Type, File Format and Description**. The description column gives details about the currently selected import map and the Notes windows to the right give additional details.

4. When clicking Add or Change you are prompted to go through the wizard for creating and/or modifying Import maps, click Next.
5. Select a File Format, either Tab Delimited, Comma or Pipe. Next set your Field Delimiter and End of Record Options. Click Next.
6. Specify whether you want to:
  - **"Use a sample file to provide the column header information"** or
    - Select the file you wish to import by clicking on the Browse button and then locating the file you wish to import. Once you have selected your file click on the Open button to continue.
    - You should now see a sample of your data, click on the Next button to continue.
    - Match each field from the input file on the left to the corresponding tax form field on the right by dragging and dropping. To cancel a match, drag from right to left or double-click on it. Alternatively, you can use the Map by Name button which will automatically map all fields with matching names. When you have mapped all of your fields, click on the Next button to continue.
  - **"Map by Name using your own Column Entered Header List"**
    - If you placed a check in the Has a Header Record check box, you will be prompted to enter your header values one header per line. All header field values must be unique and fields that will not be mapped do not need to be added to the list.
    - Match each field on the left to the corresponding tax form field on the right by dragging and dropping. To cancel a match, drag from right to left or double-click on it. Alternatively, you can use the Map by Name button which will automatically map all fields with matching names. When you have mapped all of your fields, click on the Next button to continue.

#### **Set the Default Formatting and Processing Options for the Import Fields**

7. Next, specify your dollar amount format options for and using implied "decimals", then set your date field format options and the order in which your date components will be displayed. Click Next.
8. Enter a title and description which will be displayed for users when they need to select an import map to use. You may also enter some optional notes which describe your custom map.

#### **Set options for locating your import files.**

9. Specify the default folder where this type of import file will be located. If left blank, you will always be prompted to locate the import file.
10. Next, you may optionally specify a default file name for the files that will be imported using this

map. Click Next to continue.

**Processing Options for Tax Form Imports (Note: This is a Client/Server/ASP Feature ONLY).**

11. Select the type of data processing that will be applied when your import is performed.

- **Standard:** All forms are added as individual records regardless of whether other forms may exist in the system for the same recipient.
- **Transactional:** If existing forms are found for a recipient that match the form matching rules configured at the time of import, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.
- **Year To Date:** Transactions are added to existing tax forms to reflect the new Year to Date (YTD) amounts and information. Existing forms that are not included in the YTD import will be flagged as zero-drop candidates if the zero-drop option is enabled.
- **Replacement:** This feature is currently unavailable.

12. Finally, \*confirm the settings on the summary screen before you click Finish.

\* Confirm the settings on the summary screen and click finished then close the Custom Import Maps screen. You will then be taken back to the main "Browse the Import Maps" screen. If you created a new Custom Map Field, you can now select it from the list. If you make changes to your header name changes to your import file then you will need to modify your existing map or if you chose create a new map which matches those changes.

### 14.1.3 Step 1 - Import Data

#### Step 1 - Import Data

1. On the [task panel](#) select the General Options tab and the Importing Forms icon.
2. Multi-User Installations see comment (\*) below.
3. At the Importing Information screen click on the on the "Begin a new Delimited Import Process" button.
4. At the Import Wizard screen click "Next" to proceed. Use the "Back" button at any time to go back a step.
5. Select the type of import you wish to process by selecting it from the drop down menu labeled "Select the type of tax form to import". Highlight the map which corresponds to your import file and then click "Next". Should you need to create your own map, please use the following links for more information regarding the Delimited Import Map Wizard and the Fixed Length Import Map Wizard.
6. Select your import file via the "Browse" button. Your data should display in the bottom window and may appear out of alignment. Your data should not contain any strange characters. You can also verify the Data Type, File Format, and Process Type before proceeding. Click "Next".
  - (Sample import files are located at ...C:\1099 Pro\Pr42ST13\Import\Samples.)
7. If 1042-S Pro detects that your import file contains non matching filer information then it will ask you to verify the currently selected [filer](#) and click "Next". If you need to change to a different filer then click the "Select Filer" button.

8. Use the list in the "View the mapped (tax form) Import Records" screen to verify that your import source file is being correctly mapped by the import utility. Use the View Previous and View Next button to scroll up and down in the list of records in your import file.
9. Next you should specify your import status. Most of the time you will import into a Pending status. See [Import Statuses](#) for more information. Click the "Next" button to continue.

Proceed to [Step 2](#) of the import process, Validating your data.

### **Trouble Shooting Import Issues**

**Note:** When importing a text file from (i.e. Microsoft Excel): During the import, you may run into a problem where during the process of assigning fields in the "Specify Form Field Mapping Screen", the software generates "0" records on the left hand side in the Available Input Fields column. Typically this can be caused by the import file being "locked" in memory by the application Microsoft Excel or similar application across a network LAN or WAN. The idea is to have Microsoft Excel or similar application to release control over the text file to be imported. To solve this problem, follow the steps below:

**If working locally** (An individual computer not on a network) First, close all instances of (i.e. Microsoft Excel) or another program used to generate your text file for import. Rename the file to a different filename. (i.e. "import.tab" >>> import2.tab.) Begin the Import Data process again starting with Step 1 above.

**If working on a network** (Your import file resides on another computer such as a workstation or a server) Again, close all instances of (i.e. Microsoft Excel) or another program used to generate your text file for import. Copy the file from the server to a folder on your local hard drive. (For Example: C:\Imports) Rename the file to a different filename. (i.e. "import.tab" >>> import2.tab.) Begin the Import Data process again starting with Step 1 above. Be sure and check with your Administrator to ensure you have the proper rights to carry out this task.

## **14.1.4 Step 2 - Validate your Data**

### **Step 2 - Validate your Data**

#### **Validating and Check your data for potential errors**

1. Click the "Test My Import Now" button to perform a test import on up to 250 records. The Test Import Result window displays any errors and warnings. Select any record and click "Change" to view data, however changes are not saved in test mode. This is an excellent opportunity to verify your data and go back and make any necessary changes to mappings, delimiters, etc. Click "Close" to exit this screen.
2. Decide how to proceed with the import:
3. If records need to be corrected or deleted click "Finish" and then "Report" to run a summary report detailing any errors or warnings. This report is not available once the import session is posted. Then proceed to the Edit, Post or Abandon Imported Records screen.
4. If NO records need to be corrected or deleted AND you want to proceed directly to the final step of the import routine, click "Finish" and then "Continue". At the Edit, Post or Abandon Imported Records screen click "Post Session". You immediately enter the Post Import Records wizard.



5. If NO records need to be corrected or deleted BUT you don't want to proceed to the final step of the import routine at this time, click "Finish" and then "Stop". Remember to return at some point to modify, delete or post this import session!
6. A standard installation of 1042-S Pro allows up to 5,000 transactions. If the combined total of existing records in the database and imported records exceeds 5,000, the import may abort. To handle more than 5,000 transactions contact Sales at (888) 776-1099.

\* **Multi-User Imports:** When performing a large import consider running the import directly on the server to eliminate flooding, and possibly bottle necking, the network

Proceed to [Step 3](#) of the import process, Posting Results.

## 14.1.5 Step 3 - Final Import Session

### Step 3 - Final Import Session

1042-S Pro features a Import Wizard to simplify the import routine. Steps include [Import Data](#), [Review Import Session](#) and Post Import Session.

#### Posting your import session

1. Consider [optimizing](#) the post process for very large imports.
2. On the [task panel](#) select General Options and the "Importing Forms" icon to access the Importing Information screen.
3. Access the Post Import Records Wizard by:

Referring to the Completed and In-Process Import Sessions window and selecting any import session with a Loaded or Partial status. Click "Continue with Session" and then "Post This Session". OR

Continuing directly from the second step of the import routine, Review Import Session, and clicking "Post This Session".

4. At the Post Import Session Wizard click "Next" to continue. At any time click "Back" to go back a step.
5. If any records in the session contain errors or warnings you must decide how to handle them. Options include:

**Do not post records with errors:** Recommended! Records without errors are posted and problem records are placed on "hold" so you can fix them at a later time.

**Post records with Warnings/Errors:** Post all records now. You'll need to review individual records and manually update these fields at a later time.

6. Specify how to deal with existing recipients in the 1042-S Pro system.

Options include:

- Match forms with existing Recipients, but do not update addresses
- Ignore existing TINs, add every Recipient as new
- Update the incoming tax form with my current Recipient information
- Update my Recipient information with new information from the tax forms

7. Review settings and click "Finish" to post your import session.

## 14.1.6 Country Alias/Validation Options

### Country Alias/Validation Options

1099 Pro supports custom country name and validation options during the import process. This is useful in situations where the code you use for a particular country does not match the one used by the IRS. Such an example would be if you used "JPN" to represent Japan; this country code would not be recognized during import since the IRS country code for Japan is "JP". In order to correct this error, 1099 Pro allows you to create alias for any country in the IRS database.

#### **Example:**

Lets take the example above:

1. On the initial import attempt, 1099 Pro generates an "Invalid Country" warning.
2. On closer inspection we find that the country code "JPN" in invalid.
3. To correct this we can use the "County Alias/Validation Options".
4. Click on the "**Update Country Alias File**" button to add "JPN" as an alias country code for Japan.
5. At the "Browse Country Alias/Translations" window you will see a list of all of the current country alias, if any exist. To create a new alias, click on the "**Add**" button.
6. At the "Adding a Country Alias Record" window, type the alias that you are currently using (in this case JPN) in the first box (top). On the second box (bottom) enter the name of the country or click on the "..." (ellipsis) for a complete list of IRS country names and codes. With your alias and corresponding IRS country code selected, click on the "**OK**" button.
7. Now that you have your alias configured, click on the "**Close**" button on the **Browse Country Alias/Translation** window to return to the import wizard.

8. You can now click on the "**Reapply Alias/Validation**" button to allow 1099 Pro to use your new country code alias.

9. After clicking on the "**Reapply Alias/Validation**" button, 1099 Pro will ask how you would like to apply your alias/translations. You can apply them to all records or records with problems only.

10. Once your aliases/validations have been applied, 1099 Pro will be able to properly translate "JPN" to Japan or "JP" and the "Invalid Country" warning will be removed.

### 14.1.7 Modifying an Existing Import Map

#### Modifying an Existing Import Map

##### Adding a header after import map creation for a custom import map with headers

1. Click on "**Import Forms**" from the left hand navigation menu.
2. Click on "**Begin a new XXXX Import Process**".
3. Click "**Next**".
4. Click on "**Add/Update XXXX Import Maps**".
5. Select the import map that you would like to add the new header to.
6. Click on "**Change**".
7. Click "**Next**".
8. Click "**Next**".
9. Click "**Add**".
10. You will see two fields, one labeled "**Mapped to Field**" and one labeled "**Field Name/Column**".
11. Enter the name of the header into "**Field Name/Column**".
12. Drag the new header (**Input Field Name/Column**) to the "**Mapped Import Field/Column Value**" corresponding to the "**Map to Field/Destination**". See the [Map by Name](#) section for more detail.
13. Once you are done, click "**Next**".
14. Please review all subsequent screens and click "**Next**" if they meet with your approval.
15. Click on "**Finish**".

Your import map will now be modified and the next time that you use this import map to bring in tax forms, it will also bring in the information located underneath the newly designated header.

### **Adding an import field after import map creation for a custom import map without headers. (Fixed Position)**

1. Click on "**Import Forms**" from the left hand navigation menu.
2. Click on "**Begin a new XXXX Import Process**".
3. Click "**Next**".
4. Click on "**Add/Update XXXX Import Maps**".
5. Select the import map that you would like to add the new import field to.
6. Click on "**Change**".
7. Click "**Next**".
8. Click "**Next**".
9. Select the Database(Form) Field on the left hand side that you wish to add. (Highlighted in yellow below)
10. Click "**Add this Field**" to move the Database Field over to your import map.
11. Use the Up and Down Arrows to move the Database(Form) field to match the column in your import file.  
  
**Note:** The column on the import map must match the column's location on the spreadsheet. In the "**Col**", you will see which column on the spreadsheet the import map will be referencing when it imports.
12. When you are done making changes/adding columns, click "**Next**".
13. Please review all subsequent screens and click "**Next**" if they meet with your approval.
14. You will see your new entry in the "**Drag (map) Fields from here...**", on the left side under the "**Col**" entry will be the column where the import map will be looking for the information to import on your spreadsheet.
15. **Note:** It is very important that the column number that is listed in there matches the column number over from the left on your spreadsheet. For example, if it indicated that it will be the 6th column over on your new import map area, it must be the 6th column over on your spreadsheet.
16. Please review the information located in the right window that contains the "**Map to Field/Destination**", "**Mapped Import Field/Column/Value**" and "**Col**" columns.
17. If your information is correct, click on "**Next**".
18. Please review all subsequent screens and click "**Next**" if they meet with your approval.
19. Click on "**Finish**".

Your import map will now be modified, and the next time that you use this import map to bring in tax forms, it will also bring in the information located underneath the added column.

## 14.2 Browse Import & Export Map List

### Browse Import & Export Map List

#### Manage Import Maps

The Browse Screen for Import Map files lists the type of mapping and the file format used for those maps. Additional details are available such as Map Notes and Formatting Details for each map and Notes created during the time you created the map will be displayed in the Map Notes section.

#### To Add a New Map

- To add a new map, click the Add button on this screen and follow the steps in the wizard after choosing your map type of Delimited or Fixed Length.

#### To Change an existing map

- You can highlight an existing map on this screen and click Change. Follow the steps on the screen and the wizard will guide you through the process of changing an existing map. Any change made will overwrite the current mapping.

#### To Delete an existing Map

1. Highlight the existing map you want to delete and when asked to confirm your ok to delete a file, choose ok.
2. If you have any existing mapping tied to a current **import/in process** import session it cannot be deleted. You must first complete or abandon all imports in process and then you will be able to archive the map, however, you cannot use it again.

#### Manage Export Maps

The 1042-S Pro Export Wizard simplifies the process of creating Export Maps. The first step in creating an Export Map is to specify how the records to export will be selected and where the files should be

placed. Export files can be created in a variety of formats, including delimited and fixed length. All formats are created as standard ASCII files.

**Follow the steps below to create and/or define an export map.**

1. From the main screen in 1042-S Pro you can click on the "Export Forms" link in the navigation bar to the left, or as an alternative, click on Utilities at the top, then click Export Tax Forms to ASCII file (s).
2. Click on the "Add or Update Export Maps".
3. Next, Click Add to add a new export map to the list or highlight an existing entry in the "Export Map List" then click "Change". To delete and export map, highlight it and then click the "Delete" button.

- There are three columns which define an export map: **Map Type, File Format and Details.** The description column gives details about the currently selected export map and the Notes windows to the right give additional details.

4. When clicking Add or Change you are prompted to go through the wizard for creating and/or modifying export maps, click Next.
5. Select your Export Data Type either a Tax Form, Recipients or Filers. Next select a File Format, either Delimited, Fixed or XML. Next set your Field Delimiter and End of Record Options. When finished, Click Next.
6. The following options are available for you to set: When complete, click next.

<b>Category</b>	<b>Options Available</b>	<b>Additional Information and Details</b>
Characters	1. Convert to all UPPER case	Character values include Names, Address Fields, Descriptions...etc
Amounts	1. Include Commas 2. Include Dollar Signs	None
Check Boxes	1. Blank for unchecked - "X" for checked 2. Use Y/N 3. Use T/F 4. Use 0/1	Check boxes are logical values.(Yes/No, True/False, On/Off
Dates	1. mm/dd/yy	Dates can be from a tax form box or for example when

	2. mm/dd/yyyy 3. yymmdd 4. yyyyymmdd	a form was created.
Numeric	1. Round to the nearest whole number	Numeric values are numbers that are NOT dollar amounts like percentages or total shares
EIN/SSN	1. Formatted (TIN type not required) 2. Unformatted (Must include the TIN type)	EIN/SSN values are Tax ID numbers
Text (Multiline)	Convert to all UPPER case Don't convert CR/LF, export as is Convert CR/LF to a single space.	Text values are multiline box values such as a transaction description.

**\*To toggle between ON or OFF, simply click on a checkbox or "radio button"**

7. Select specific fields to include in the export process. Click on a field from the available fields on the left and drag it across to the field/header screen on the right. Alternatively you can click on the Add Field button to add a field to the field/header screen on the right.
8. Repeat this procedure until all of the necessary fields have been added to your layout. If the wrong field is accidentally assigned, click and highlight the incorrect field and then click the Remove button, Begin again by dragging the correct field from left to right until you are finished. You may also click the up and down arrows to change the order of a specific field up or down in the list. You also have the ability to customize the parameters of a mapped field. In the Field/Header list to the right, double click on the field name until you see the "Customize a mapped field" screen pop up.
9. Next, specify the name of the map description or title and the map usage notes. Click next when finished.
10. Next, Select the destination folder. Default location is C:\1099 Pro\Pr42ST13\Exports. It is preferable to create your file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.
11. Confirm the settings on the summary screen and click finished then close the Browse the Export Map List Screen. You will then be taken back to the 1042-S Pro Export Wizard.
12. If you created a new Custom Map Field, you can now select it from the list and proceed to create your Export file with these new settings.

## 14.3 Country Alias Mappings

### Country Alias Mapping

When importing data, 1042-S Pro requires an IRS/SSA approved country name on which to base the country code. If your data file contains an abbreviation or alias for a country name, use alias mapping to translate the data into the correct country name.

#### Step 1: Manually Re-Map Import File

Alias mapping consists of two steps. The first step involves manually re-mapping the "Nqi Country", "Rcp Country" and "Rcp Tax Country" Output Fields of your import file. This may not be necessary if your import file is based on the header records from our sample import file. Nonetheless, **all users attempting to import data should verify that these fields are correctly mapped\***.

Re-mapping these fields allows users to take advantage of updating any possible country alias'. For example, if "China" is used in your import file, 1042-S Pro can update the alias to the accurate "China, Peoples Rep of".

*\* To re-map individual fields use the [Drag & Drop](#) method.*

#### Step 2: Update Country Alias

The final step of alias mapping involves assigning correct values to incorrect data. Perform this routine during the second step of the Import Wizard, [Review Import Session](#).

##### To update a country alias

1. At the [Edit, Post or Abandon Imported Records](#) screen the Error Messages column lists any unrecognized countries.
2. Highlight the record and click the "Update Country Alias File" button.
3. At the Browse the Country Alias File screen click the "Insert" button.
4. At the Adding a Country Alias Record screen insert the incorrect incoming value. For example, "China". Then use the ellipsis button to locate the correct IRS country name and code. For example, country name "China, Peoples Rep of" and code "CH".



5. Click "OK" to save your entry. Click "Close" to exit the Browse the Country Alias File screen.
6. At the [Edit, Post or Abandon Imported Records](#) screen click the "Apply Alias/Convert Codes" button and all records with that incorrect incoming value are automatically updated with the correct country code and name.
  - This process may be repeated for other incorrect country names as necessary.

See [Foreign Address Postal Code Option](#) to control whether a missing Postal code for a foreign recipient (i.e., not USA or Canadian) is flagged as an error or not.

## 14.4 Delimiters

### Delimiters

A Delimiter is defined as a character used to indicate the beginning and end of a data string. Delimiters can be commas, periods, tabs, spaces, and even quotes.

You will need to specify delimiters for your import file. Upon correctly setting delimiters, each field of your header record should appear on a different line at the Import Data Delimiter screen. If your data displays in one long row or contains strange characters the wrong delimiter was used. Select the appropriate delimiter to correct this problem.

### File Format Choices

**Standard Tab Delimited:** Works with all .TAB sample import files and standard .TAB files.

**Standard Comma Delimited (CSV):** Works with comma separated value (CSV) files.

**Pipe:** Works with pipe delimited "|" values.

## 14.5 Excel Spreadsheets

### Excel Spreadsheets

#### Excel Spreadsheet Files

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1042-S Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

.TAB files will not display at the Open screen in Excel unless "All Files (\*.\*)" is selected at the "Files of Type" field.

#### Comma Quote Delimited Files

In a database program such as Microsoft Access save your file in .CSV (Comma Separated Values) format. To import .CSV files select Double Quotes and Comma as your delimiters in the Import Wizard or the import will fail.

Examples of acceptable .CSV file formats (note formatting of dollar amounts):

```
"Charlie", "Tuna", "100.00", "555-55-5555", "1525 Bruin Ave", "Westwood", "CA", "90024"  
"Charlie", "Tuna", 100.00, "555-55-5555", "1525 Bruin Ave", "Westwood", "CA", "90024"
```

### Other Spreadsheet Files

In your program determine if files can be saved in .TXT (text) format. If difficulty is encountered, columns may be inserted between the existing columns and a "|" (pipe) may be entered as a delimiter. To import .TXT files select Pipe as your delimiter in the Import Wizard.

### No Obvious Way to Create an Import File

If nothing else works, try printing your data to a file. A generic text driver that only prints text characters may be required. Import that file into a spreadsheet, parse the various columns and then import into 1042-S Pro.

## 14.6 Export Wizard

### Export Wizard

The 1042-S Pro Export Wizard simplifies the process of creating export files. You may export all Forms for All Filers or just the Filer/Form Type that you need. To view the files open Excel or Access, and then open the export file(s). If you open the files in Notepad, they will appear to be out of alignment because the files are Tab delimited.

**Note:** All export files are "Map by Name" compatible and may be imported into another Filer directly.

#### To export data:

1. At the menu bar go to "Utilities" and "Export Database to ASCII File(s)"
2. At the 1042-S Pro Export Wizard click "Next" to proceed. Use the "Back" button at any time to go back a step.
3. On the "Select the type of data and format to use" screen. Click the drop down arrow and select your tax form type. Next, there are two columns which define the type of data you are exporting.

#### Your choices are:

- **"Delimited"** - where each line has one record, and each field in a record ends with a special character that specifies where it ends and the next begins.
- **"Fixed Length"** - having a set length that never varies.

File Format	Description
Delimited	All fields
Fixed Length	All form fields

4. Select the file format you want to export by clicking on it in the list and highlighting it and clicking Next. If you need to Add or Update Export maps in the software you can click the button to "Add or Update Export Maps". For more information click here for [Browse Map List](#).
5. Choose a method for selecting eligible tax forms. Options include:
  - Export tax forms for ALL Filers: This option automatically selects every eligible form for all filers.
  - Export tax forms for up to 25 selected filers: This option prompts you to manually select (tag) the form types to include in the export file. All filers are processed.
  - Indicate whether or not a split filers and form types into separate export files. Mark the checkbox to export each filer and form type as a separate export file. Leave the checkbox unmarked for a single, larger, file containing all filers and form types.

- 6 Select the destination folder. Default location is C:\1099 Pro\Pr42ST13\Exports. It is preferable to create your file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.
7. Click "Finish" to begin creating your export file.

## 14.7 Field Sizes

### Field Sizes

Listed below are the maximum number of characters that will **print** in the respective field. In some fields, 1042-S Pro may allow the entry of more characters than will actually print.

The maximum printable characters is assumed numeric unless otherwise stated. Some field sizes are dependent on the selected address type; USA, Canada or Other (foreign, not Canada).

### Filer (Withholding Agent) Data

Filer data displays in box 10 but may only be added or modified at the [Filer Master List](#) screen.

Box	Description	Maximum Printable Characters
10	Filer Name	36* text
10	Address Line 1	36* text
10	Address Line 2	36* text
10	City (USA & Canada)	21 text
10	City, Locale, Postal (Other)	21 text
10	State/Province	2 alpha
10	Zip (USA)	9
10	Postal (Canada)	6 text with 1 space (for example C3H 4W9)
10	Contact Name	24 text (appears on electronic files only)
10	Phone Number (USA & Canada)	10 (formatted as ###) ###-####)
10	Phone Number (Other)	15 (not formatted)
10	Extension	4
10	Fax Number	10 (appears on electronic files only)
10	Email	40 text (appears on electronic files only)

\* When printing forms via the Combined print option (Copies B, C and D) there is only room for 35 characters to print.

### Recipient Data

Box	Description	Maximum Printable Characters
13	Rcp First Name and MI	36* (only available if recipient has an SSN)
13	Rcp Last Name/Company	36* (if recipient has an SSN) OR 38 (if recipient has an EIN)
13	Rcp Name Line 2	36 text
13	Rcp Address Line 1	36 text
13	Rcp Address Line 2	36 text
13	Rcp Address Line 3 (Other)	36** text
13	Rcp City (USA & Canada)	21 text
13	Rcp State/Province	2 alpha
13	Rcp Zip (USA)	9
13	Rcp Postal (Canada)	6 text with 1 space (for example C3H 4W9)

\* The First & Last Name fields print a combined maximum of 37 characters (plus one space) UNLESS the Last Name field contains 24 or more characters AND the First Name field contains 14 or more characters; then the First Name field prints only 1 character regardless of actual characters in that field.

\*\* The Rcp Address Line 3 and Country fields allow a combined total of 37 characters (plus one space) for the row . So if your country has 6 characters (for example, France) a maximum of 31 characters should be entered in Rcp Address Line 3.

### Box Specific Data

Box	Description	Maximum Printable Characters
1	Income Code	2
2	Gross Income	12 (e.g. 1234567890.12)
3	Withholding Allowances	12 (e.g. 1234567890.12)
4	Net Income	12 (e.g. 1234567890.12)
5	Tax Rate	4 (e.g., 12.34)
6	Exemption Code	2
7	US Tax Withheld	12 (e.g. 1234567890.12)
8	Amount Repaid	12 (e.g. 1234567890.12)
11	Recipient Account No.	20 text
12	Recipient Code	2
14	Recipient US TIN (if any)	9 digit numeric SSN or EIN. Enter the name of the checkbox value to mark. For example, for box 14 enter "SSN", "S", "ITIN" or "I" to mark the SSN or ITIN checkbox. Enter "EIN" or "E" to mark the EIN checkbox.
15	Rcp Country of Residency	This box is automatically completed based on data from box 16
16	Country Code	2 alpha
17	NQI Name 1	36 text
17	NQI Name 2	36 text
17	NQI Name 3	(appears on electronic files only)
18	NQI Country Code	2 alpha
19	NQI Address 1	36 text
19	NQI Address 2	40 text
19	NQI City (USA or Canada)	36* text
19	NQI City, Locale, Postal (Other)	36* text
19	NQI State/Province	2 alpha
19	NQI Zip (USA)	9*
19	NQI Postal (Canada)	6* text with 1 space (for example C3H 4W9)
21	Payer's Name	40 text
22	State Income Tax Withheld	12 (e.g. 1234567890.12)
23	Payer's State Tax No.	14 text (however the IRS allows a maximum of 10 characters when filing via electronic file)
24	Name of State	2 alpha

\* A maximum of 36 characters may print for the City or City, Locale, Postal fields HOWEVER 36 characters may impact other data that prints in this row . For Canadian addresses, a maximum of 21 characters should be entered so as to allow room for the province code, postal code and "Canada". For USA addresses, a maximum of 30 characters should be entered so as to allow room for the state abbreviation and 5-digit zip code (or allow 26 characters for a 9-digit zip code). For Other (foreign) addresses, the City, Locale, Postal and Country fields allow a combined total of 38 characters (plus one space and one comma). So if your country has 6 characters (for example, France) a maximum of 32 characters should be entered in the City, Locale, Postal field.

## 14.8 Import Session Reports

### Import Session Report

The Import Session report details all records in the selected import session.

#### To generate this report

1. On the [task panel](#) select the General Options tab and the Importing Forms icon.
2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "View/Print Session Report" button. Click "Yes" to preview the report.

## 14.9 Import Status

### Import Status

Users must select an import status for their data in the first step of the import routine, [Import Data](#). Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

Use the [Import Session Report](#) to review the status of records in an import session.

#### Import Status Overview

**Loaded:** Nothing has been done to the entire import other than the initial load.

**In Process:** Something has happened to logs (edit, posted, abandon, etc.), but there are still more records left.

**Completed:** All logs either posted, abandoned or reset. Nothing left to do.

**Discarded:** All logs abandoned or reset.

**All Reset:** All logs were posted, then reset.

#### Individual Logs (one per Filer) can have the following values:

**Loaded:** Nothing has been done to the records other than the initial load.

**Updated:** At least one of the records in import hold has been opened and saved, e.g., changes were possibly made. Re-applying validation, etc., will also trigger this status.

**Partial:** Some records were posted, some are still left.

**Imported:** All records were posted, processing completed.

**Imp/Disc:** Some records were posted, the rest were abandoned, so processing still completed.

**Abandoned:** All records for the log were abandoned, none imported.

**Reset/Void:** A completed import was reset, removing the posted records from the database. Records only removed if their status has not changed since they were posted. Records that have had their status upgraded (e.g., Pending to Printed or Filed) are **NOT** removed.

## 14.10 Reset Import Session

### Reset Import Session

Resetting an import session voids (deletes) all records. The only exception is if some records from a pending import session have been upgraded to filed status. Those records would not be voided. Voiding an import session does not delete recipient information from the master recipient database.

#### To reset session

1. On the [task panel](#) select the General Options tab and the Importing Forms icon.
  2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "Reset (Void) Session" button.
- Only sessions with an Imported or Partial status are available for void.
3. The Administrator prompts to confirm the void. Click "Proceed with Reset/Void" to continue or "Cancel" to abort. Session status immediately updates to Voided.

## 14.11 Review Import Session

### Review Import Session

1042-S Pro features a 3-step Import Wizard to simplify the import routine. Steps include [Import Data](#), Review Import Session and [Post Import Session](#).

The second step of the import routine, Review Import Session, allows you to correct errors, delete records or abandon an import session.

#### To review import session

1. Verify you are at the Edit, Post or Abandon Imported Records screen. If you are not at this screen, access it by selecting your import session at the Completed and In-Process Import Session window and clicking the "Continue with Session" button\*.
2. At the Edit, Post or Abandon Imported Records screen the Error Messages column lists any [errors or warnings](#). To correct an error highlight the record and click "Change". Make changes and click "OK". You are prompted to save changes to the record, click "OK". The error message should be removed.
  - **See [Alias Mapping](#) for instructions on correcting unrecognized country names.**
  - Errors should be corrected, if possible, to ensure success in the final step of the import session.
  - If the Error Messages column is blank no errors are associated with the record.
3. If errors cannot be corrected (because the correct information is not available) you may either:
  - Click "Abandon This Session" to permanently delete all records. This deletes only these records from the import session; it does not delete other records in this session that have already been posted.
  - Click "Delete" to delete a single record.
  - Ignore errors and fix them later.
4. After making necessary edits and/or deletions click "Post This Session" to proceed to the final step of the

import routine, [Post Import Session](#).

- Remember, any record not posted in this session may be modified and/or posted at a later date; simply repeat the above steps!

\* The "Continue with Session" button is only available for sessions with a loaded or partial status.

## 14.12 Map by Name

### Map by Name

#### To perform manual Map By Name

1. At the "Map the import Fields/Columns to your..." area of the Delimited Import Map Wizard use the [Drag & Drop](#) method to map fields.

Drag the *Combined City/St/Zip* Available Input Field to the *Combined City/St/Zip* Input Field. Do not drag it to the individual *City*, *State* and *Zip* fields. Performed correctly, (Combined City/St/Zip) appears at each of the individual *City*, *State* and *Zip* fields. The parentheses indicate a successful mapping.

Drag the *Address Delivery/St* available Input Field to the *Address Delivery/St* Input Field. Then drag the *Address Apt/Suite* available Input Field to the *Address Apt/Suite* Input Field. Performed correctly, Address Delivery/St + appears at the *Address Delivery/St* Input Field only. The plus sign indicates *Address Lines 1 & 2* have merged for a successful mapping.

Drag all other fields as normal.

### Header Records

Sample import files utilize header records for an easy [Map By Name](#) import. Header records describe a field of data. For example, row 1 of the 1099MISC.TAB sample import file is composed entirely of header records (i.e., *Recipient TIN, Last name/Company, First name* and so on). Header records are not case sensitive.

**Users are encouraged to incorporate header records from the sample import file into their own import file.**

This ensures an easy Map By Name import. If using your own header records or none use the [Drag & Drop](#) method.

## 14.13 Sample Import Files

### Sample Import Files

1042-S Pro includes a sample import file for easy [Map By Name](#) importing.

A sample import file is located at **C:\1099 Pro\Pr42ST13\Samples**. Use Microsoft Excel to view it (the .TXT file won't display at the Open screen in Excel unless "All Files (\*.\*)" is selected at the "Files of Type" field).

### Header Records

Sample import files utilize header records for an easy [Map By Name](#) import. Header records describe a field of data. For example, row 1 of the 1042-S sample import file is composed entirely of header records (i.e., *Recipient TIN, Rcp last name/Company, Rcp first and m.i.* and so on). Header records are not case sensitive.

**Users are encouraged to incorporate header records from the sample import file into their own import file.**

This ensures an easy Map By Name import. If using your own header records or none use the [Drag & Drop](#) method.

## Import File Conventions

For a smooth import please thoroughly review these conventions PRIOR to creating your import file. The order of data fields is not important and it's OK to have extra fields that won't be included in your import file (e.g., phone number, date of birth, etc.).

- **Recipient TIN: (Box 14)** Enter dashes in [TINs](#) to differentiate SSNs and EINs. Valid options for the first character of the box 14 import value are:
  - SSN/ITIN: '1', 'S', or 'I'
  - EIN: '2' or 'E'
  - QI, WP or WT EIN: '3' or 'Q'

**Note that all characters other than the first one are ignored thus, for example, 'S' and 'SSN' are equivalent. This is a required field.**
- **Last Name/Company:** Enter Company if Recipient TIN is an EIN. Enter Last Name if Recipient TIN is an SSN. **This is a required field.**
- **First Name:** Enter First Name only if Recipient TIN is an SSN. If Recipient TIN is an EIN then leave this field blank.
- **Address Type(Optional 1042-S Pro detects address type based off country info on form):** Leave blank for US addresses, enter "C" for Canada or "O" for foreign addresses.
- **Recipient Country:** Please review [Alias Mapping](#).
- **City:** US and Canadian addresses enter city. Foreign addresses only enter city, country and routing/postal codes if appropriate for that country's format. For example, enter "Chiyoda-ku, Tokyo 100-0014 Japan" in this field.
- **State:** US and Canadian states enter 2 letter abbreviation.
- **Zip/Postal Code:** US and Canadian addresses enter postal codes. Foreign addresses enter the alpha/numeric foreign postal code.
- **Canadian Postal Codes:** Required [format](#) is letter-number-letter, a space, then number-letter-number. For example, "C3H 4W9" is a valid Canadian postal code.
- **Country:** If available, enter the IRS approved country name. If unknown, enter an abbreviation and use [Alias Mapping](#) during the import.
- **Dollar Amounts:** Do not use commas or dollar signs (i.e., use 1250.00, not \$1,250). Decimals are not assumed if none are contained in the amounts (e.g., 1250 imports as \$1,250). An import of 1250.0000 (Access or double precision databases) imports as \$1,250. While error checking is performed on dollar signs and commas, it is NOT performed on the actual dollar amounts.
- **Checkboxes:** Enter "Y", "1", "X" or "T" to mark the checkbox. Enter "N", "0" (zero), "F" or leave the field blank to not mark the checkbox. Values are not case sensitive. Applies to the Pro-rata basis and all other checkbox fields.
- **Multiple Checkbox Fields:** Enter the name of the checkbox value to mark. For example, for box 14 enter "SSN", "S", "ITIN" or "I" to mark the SSN or ITIN checkbox. Enter "EIN" or "E" to mark the EIN checkbox and so forth. Also for Box 14 Checkbox see above Recipient TIN (Box 14)
- **Multiple Import Fields:** Boxes on some form types allow for multiple import fields. For example, Form 1042-S has various fields of data in box 19. The fields must be separated as illustrated below:

Box 19 NQI addr 1	Box 19 NQI addr 2	Box 19 NQI city/for3	Box 19 NQI state/prv	Box 19 NQI zip/postl
1234 Any Street	Suite 4G Miami	FL	33333	

## 14.14 Voiding an Import Session

### Review Import Session

This section will allow you to void previously imported records. In order for records to be voided they must match their original status.



## 15 Printing Overview

### Printing Overview

#### Print Wizard

The 1042-S Pro Print Wizard simplifies the printing routine; print to pre-printed laser forms, or blank stock.

See the [Print/Mail Forms Myself Wizard](#) for more information.

#### Quick Print

1042-S Pro makes it easy to quickly print a tax form using the Quick Print feature within the Enter, Update and View Screen.

See [Quick Print](#) for more information.

#### Print Status

1042-S Pro assigns a print status to all records. To determine a record's status go to the ["Work with My Tax Forms"](#) screen and refer to the Status column.

See [Print Status](#) for more information.

#### Margin Alignments

##### Alignment Adjustments when printing to Blank Stock

Alignment adjustments can be made when printing to blank stock. After choosing blank stock you can select [Advanced Print Options](#) at the "Ready to Print" summary screen.

##### Pre-Printed Forms Address Alignment

The Print Wizard offers the opportunity to print a test alignment, and adjust margins accordingly, prior to printing your forms. *A test alignment to a blank sheet of paper is a smart way to minimize form waste.*

See more information on [Trouble-Shooting](#) with Margin Alignments

#### PCL Printing

Please contact [Technical Support](#) for more information about this feature.

High-speed [PCL printing](#) is designed for printing thousands of forms.

#### Reprint Records

1042-S Pro makes it easy to reprint an individual record from a [print session](#).

See [Reprinting Records](#) for more information.

#### Reprint Print Sessions

1042-S Pro makes it easy to reprint a [print session](#).

See [Reprinting Print Sessions](#) for more information

### **Reset Print Sessions**

Only [print sessions](#) with a printed\* status may be reset. Resetting a session will reset ALL records to pending status. To reset an individual record see [Print Status](#).

See [Reset Print Sessions](#) for more information.

### **Printing IRS Instructions Sheets**

Your 1042-S Pro installation includes many useful IRS/SSA forms and instructions. Additionally, users with an active internet connection can access current versions of these and other files directly from the IRS/SSA websites.

See [Printing Blank Forms](#) for more information

### **Troubleshooting Printer Issues**

1042-S Pro prints to most Windows compatible printers, subject to the printer's margin limitations. If your bottom margin is greater than 1/3-inch you may not be able to print data at the bottom of the page or you may have to print 2 forms to a page. Check your printer's manual and/or Maximum Printable Area for your BubbleJet, Deskjet, Inkjet or Laserjet if you have questions.

See [Trouble-Shooting Printer Issues](#) for more information

### **Form Limits**

1042-S Pro now contains a feature called Form Session Limits which provides extra filtering options when printing forms.

See [Form Limits](#) for more information

### **PDF File Generation**

Creating PDF files is fast and easy. For Example: You want to email or electronically transfer your PDF file via the Internet. This is now the preferred method of generating a PDF file instead of printing through a PDF printer selection or driver through the print menu. In addition you are given the option to password protect your PDF file and save it to a location on your hard disk or on a network as well as view it in Adobe Acrobat.

See [Initial PDF Options](#) for more information.

### **Advanced Print Options**

1042-S Pro offers an Advanced Print Option to allow you to shift the position of the Filer and Recipient Addresses either vertically or horizontally on a printed recipient copy and also force an "X" into the "Corrected" and VOID boxes on the form. These options are only available on copies for Recipients, not Federal or Local State copies or copies for your own records.

See [Advanced Print Options](#) for more information.

## 15.1 PDF File Generation Overview

### PDF File Generation Overview

#### What is a PDF file?

PDF stands for Portable Document Format. It's a distribution format developed by Adobe Corporation to allow electronic information to be transferred between various types of computers. The software which allows this transfer is called Acrobat. In order to view and print a PDF file you will first need to download and install a copy of the Adobe Acrobat Reader. To download and install Acrobat Reader, please visit <http://www.adobe.com>

Adobe Acrobat Reader may be installed in two different ways.

- As a plug-in to your browser, your PDF documents can be viewed directly in the browser window.
- As a stand-alone program, PDF files can be downloaded and viewed separately.

#### Why would I want to generate a PDF file?

Creating PDF files is fast and easy. For Example: You want to email or electronically transfer your PDF file via the Internet. This is now the preferred method of generating a PDF file instead of printing through a PDF printer selection or driver through the print menu. In addition you are given the option to password protect your PDF file and save it to a location on your hard disk or on a network as well as view it in Adobe Acrobat.

#### I plan on emailing my information over the Internet and I'm concerned about security. Does 1042-S Pro generate PDF that are secure?

1042-S Pro offers the option to encrypt and password the PDF for security. This feature enables 1042-S Pro to create and process encrypted PDF documents according to the Acrobat 5.0 standard. Encryption is commonly used to prevent unauthorized viewing, printing, editing, copying text from the document and doing annotations. You can then control how they are used. The "Standard Security" encryption feature of the PDF Library has been enhanced to provide 128-bit encryption support.

### 15.1.1 The Initial PDF Options Window

#### The Initial PDF Options Window

##### Generate PDF Options

Generating PDF documents enables your organization to optimize the delivery of professional-looking, compliant documents. This feature, now available in 1042-S Pro allows you print your reports to an encrypted PDF file which can also be password protected. Follow the steps below to generate a PDF file.

##### To generate a PDF from a tax form or a report:

1. On the [task panel](#) select the Printing & Mailing task panel and then the Print/Mail Forms Myself icon. Use the Current Form drop down menu to select the form type to process.
2. At the Printing Tax Forms screen choose the method to select [pending](#) forms for print:
3. Click the "Begin Print Process" button to access the Print Wizard.

4. Select processing options for any records with [errors or warnings](#) at the Confirm Processing screen.
5. Select Printer and Paper Type:
6. Review the selected printer and change if necessary
7. Select the copies you want to print.
8. The Combined Print option, available when printing to Blank stock, prints all recipient copies and instructions on one sheet of paper
9. Select a sort order to print forms:
  - o Select "Yes to preview each selected copy type without asking me"
10. Review print summary and if satisfied, click "Print" to begin printing.

**Note:** As the Print Preview screen loads you will see icons in the upper right corner of the screen. These icons represent three different functions.

- o Make a PDF - converts the print job to a PDF document and prompts you to save this file to a location on your hard drive. The default location (C:\1099 Pro\Pro99Tyy\PDF)
- o View a PDF - converts the print job to a PDF document and then starts Adobe Acrobat to view the file.
- o Password Protect a PDF - Prompts you to password protect the file before generating it and then allows you to save to a location on your hard drive.

\*In addition you may use the "Search" feature to search for characters on any of the pages to be [printed](#) or use the "Toggle Stay after Printing" feature to keep the tax form or report preview on the screen.

10. When you are finished generating a PDF, indicate if forms are ready to send to the IRS:
  - o Select "I haven't printed my red Copy A yet..." if you are still printing copies of these records. These records have a [pending](#) status and are available for edits and further printing.
  - o Select "I have printed and verified my red Copy A forms..." after printing/approving all copies of these records. These records are assigned a [printed](#) status and are now ready to generate a 1096 transmittal.
11. Click "Finish" to exit the Print Wizard.

## 15.2 Reprint

### 15.2.1 Reprint Form 1042-T

#### Reprint Form 1042-T

1042-S Pro makes it easy to reprint a 1042-T Transmittal.

#### Things to keep in mind:

- The 1042-T Transmittal prints to blank paper; 1042-S Pro does not require preprinted red ink forms.

#### To reprint a 1042-T

1. On the [task panel](#) select the Filing & Corrections tab and the File paper via 1042-T icon.
2. At the Completed Form 1042-T Print Session List highlight a 1042-T print session and click the "Reprint Form 1042-T" button.
3. At the Reprint a Form screen you may enter a message to print at the bottom of the 1042-T transmittal.

4. Click the "Reprint Form Now" button.
5. Click "Exit" to close this screen.

## 15.2.2 Reprint Print Session

### Reprint Print Session

1042-S Pro makes it easy to reprint a [print session](#).

#### To reprint a print session

1. On the [task panel](#) select the Printing & Mailing and the Print/Mail Forms Myself icon. Use the Selected Form drop menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "Reprint Session" button.
3. At the Print Options screen select the copies to print.
  - **Copy A MUST be printed on Form 5144**, a blank, laser perforated sheet with a detachable snap. Copy A MUST be printed with the 1/2-inch snap on the RIGHT side. This makes the form 5-3/8" high x 8" wide and leaves the left margin at 5/8" per IRS requirements. Order Form 5144 from Sales at (888) 776-1099.
  - The **Combined option** prints all required recipient copies on one sheet of paper!
4. Indicate your preview preference:
  - Ask me before processing each copy (default)
  - Yes, preview each selected copy type without asking me
  - No, send the forms directly to the printer without previewing them
5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):
  - By Last Name/Company Name (default)
  - By TIN
  - By Zip Code (use to presort mailings for the post office)
  - By State Abbreviation
6. Enter an optional message to print in the upper right corner of the form(s).
7. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

To reprint an individual record, as opposed to an entire print session, see [Reprint a Record](#).

**Note:** [See Advanced Print Options](#).

## 15.2.3 Reprint Record

### Reprint Record

1042-S Pro makes it easy to reprint an individual record from a [print session](#).

#### To reprint a record

1. At the ["Work with My Tax Forms"](#) screen highlight any record with a Printed or Filed 1042-T print status. Click the "Change" button.
2. At the Protected Form Update Options screen click the "Reprint this Form" button.
3. At the Print Options screen select the copies to print.
  - **Copy A MUST be printed on Form 5144**, a blank, laser perforated sheet with a detachable snap. Copy A MUST be printed with the 1/2-inch snap on the RIGHT side. This makes the form 5-3/8" high x 8" wide and leaves the left margin at 5/8" per IRS requirements. Order Form 5144 from Sales at (888) 776-1099.
  - The **Combined option** prints all required recipient copies on one sheet of paper!
4. Indicate your preview preference:
  - Ask me before processing each copy (default)
  - Yes, preview each selected copy type without asking me

- No, send the forms directly to the printer without previewing them
5. The "Select the Sort Order to Print Forms" field is ghosted because only one record is selected for print.
  6. Enter an optional message to print in the upper right corner of the form.
  7. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

To reprint a group of forms, see [Group Actions](#)

To reprint an entire print session, as opposed to an individual record, see [Reprint Print Session](#).

## 15.3 Assign Printed Status

### Assign Printed Status

Select this option after printing and approving all copies of these records (including Copy A). These records are assigned a *printed* status and are now ready to generate a 1042-T transmittal or electronic file.

[Print Status Overview](#)

## 15.4 Form Limits

### Form Limits

1042-S Pro now contains a feature called Form Session Limits which provides with extra filtering options when printing forms. The feature can be found by performing the following steps.

#### To enable the Form Session Limits Filter:

1. At the Enter, Update and View Screen where you can browse forms, Click the create print forms tab on the tool bar to the left side of the screen.
2. Click the Print/Mail Forms Myself icon

The software displays the Printing Tax Forms Screen where you can choose a printing method based on the criteria of your current selected form. Your criteria selections are listed as "Begin printing IRS approved (i.e. 1099-MISC) tax forms":

- **ALL Pending Forms for the current filer**
- **ALL Pending Forms for all filers**
- **Manually select forms for the current filers**
- **ALL Pending forms for Selected filers**
- Put a check mark in the box next to the description: **Show me the optional extra filters for limiting the number of records that will be selected.**

3. Click the "**Begin Print Process**" button to execute the command.

**Example:** Let's say you have a group of 1,000 forms that need to be printed. You have already set the print process to generate "ALL Pending forms for the current filer", however you want to go the extra step and filter "ALL Pending forms..." with a Zip code range of 90001 thru 90650 because your intention is to filter these forms and narrow them down to a specific county geographically within a large town or county. The Form Session Limits Filter will make this possible.

## 15.5 Maintain Pending Status

### Maintain Pending Status

Select this option if you are still printing copies of these records. These records maintain their *pending* print

status and are available for edits and/or further printing.

[Print Status Overview](#)

## 15.6 Print Blank Forms

### Print Blank Forms

Your 1042-S Pro installation includes many useful IRS/SSA forms and instructions. Additionally, users with an active internet connection can access current versions of these and other files directly from the IRS/SSA websites.

All documents are in PDF format and require Acrobat Reader to be viewed or printed. Download Acrobat Reader for free at <http://www.adobe.com>.

#### To view local files

1. On the [task panel](#) click Help & Extras and the IRS Pubs & Links icon.
2. At the Printing Blank Forms & Instructions screen set the Current View to "Local files installed on my machine".
3. Highlight a [PDF](#) document and click "View the Selected Form". The selected file opens automatically in Acrobat Reader.

#### To view files on internet

1. Verify you have an active internet connection.
2. On the [task panel](#) click Create/Print Forms tab and the IRS Forms & Instructions icon.
3. At the Printing Blank Forms & Instructions screen set the Current View to "Online Files on IRS/SSA web sites".
4. Highlight a [PDF](#) document and click "View the Selected Form". The selected file opens automatically in Acrobat Reader.

## 15.7 Print Session Report

### Print Session Report

The Print Session report summarizes all records in a selected [print session](#). Details include recipient name, TIN, address, account number, individual box amounts and the record's print status.

#### To generate this report

1. On the [task panel](#) select Printing & Mailing and the Print/Mail Forms Myself icon. Use the Selected Form drop menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "View/Print Session Report" button. Click "Yes" to preview the report.

## 15.8 Print Status

### Print Status

1042-S Pro assigns a print status to all records to track their position in the filing cycle. To determine a record's status go to the ["Work with My Tax Forms"](#) screen and refer to the Status and Pro-Rata columns.

## Print Status Overview

**Pending:** All records begin with a pending status. **Only PENDING records may be modified!**

**Printed:** Records receive a printed status after selecting "I have printed and verified my Copy A forms..." at the last step of the Print Wizard. These records are available for inclusion in a 1042-T transmittal. To modify a printed record you must first reset its print status to pending.

- To reset this status for an **individual** record go to the ["Work with My Tax Forms"](#) screen, highlight the record, and click the "Delete" button. At the Protected Form Update Options screen select "Reset to Pending".
- To reset this status for a **print session** go to "Reports", "Print Sessions", highlight the print session and click the "Reset Session" button.

**Filed 1042-T:** Records receive Filed 1042-T status after inclusion in a 1042-T Transmittal.

- To reset this status go to "Reports", "1042-T Filing Session", highlight the print session and click the "Reset (Void) 1042-T" button.

**SB Upload:** Records receive SB Upload status if included in a Service Bureau upload file. To modify a record with this status you must reset the entire upload session to pending status. Do NOT reset the upload session if you have already submitted the file to the 1099 Pro Service Bureau for processing (contact the Service Bureau for assistance).

- To reset this status go to "Filing", "Upload to Service Bureau for filing", highlight the upload session and click the "Reset (Void) Upload" button.

**Filed Mag:** Records receive Filed Electronically status after inclusion in a electronic file.

- To reset this status go to "Filing", "File Forms via E-File", highlight the E-File session and click the "Reset (Void) E-File" button.

**Corr:** Records receive Corr (corrected) status after processing a correction. Corrected records are further identified by their position in the print cycle. For example, "Corr/Pending", "Corr/Printed", "Corr/1042-T", etc.

- To reset a corrected record with a pending status (Corr/Pending) go to the ["Work with My Tax Forms"](#) screen, double-click the record and click "Delete" at the Corrected Options screen. The record reverts to its pre-correction status. Deleting a corrected form automatically deletes the associated void form.
- To reset a corrected record with any other status, you must first reset it to pending. The process for resetting a printed correction or filed correction is identical to the various procedures described above. Once the record has a Corr/Pending status you may delete it as normal.

**Void:** Records *typically* receive a Void status after processing a correction. Void records are further identified by their position in the print cycle. For example, "Pend/Void", "Print/Void", "1042-T/Void", etc.

- To reset a void record with a pending status (Pend/Void) go to the ["Work with My Tax Forms"](#) screen, double-click the record and click "Delete" at the Corrected Options screen. The record reverts to its pre-correction status. Deleting a void form automatically deletes the associated corrected form.
- To reset a void record with any other status, you must first reset it to pending. The process for resetting a printed void or filed void is identical to the various procedures described above. Once the record has a Pend/Void status you may delete it as normal.

**Pro-Rata: *New!*** Per IRS requirements, records may or may not have a [pro-rata status](#) IN ADDITION to original, voided or corrected status. Six combinations are possible; Original, Voided, Corrected, Pro-Rata Original, Pro-Rata Voided or Pro-Rata Corrected. These statuses differ from 1042-S Pro's standard Pending, Printed or Filed statuses which are used to track forms in the filing cycle.

## Shortcut

1042-S Pro includes a shortcut to assign "pending" records a "printed" status without actually printing the records. This is sometimes referred to as a phantom or ghost print run.

## To update records



1. Follow the [Print Wizard](#) instructions through steps 1-6.
2. At step 7 do NOT select any copies to print.
3. Use the "Next" button to continue through the Print Wizard.
4. At the Print Summary screen, the Print Wizard will warn you that no copies have been selected to print. Click "OK" to proceed and click the "Print" button.
5. At the Are these forms ready to send to the IRS? screen select "I have printed and verified my Copy A forms...". These records are assigned a printed status.

## 15.9 Print Wizard

### Print Wizard

The 1042-S Pro Print Wizard simplifies the printing routine. Print to blank laser perforated paper &/or blank stock; [Form 5144](#) is required for Copy A only.

#### To print forms

1. On the [task panel](#) select the Printing & Mailing and then the Print/Mail Forms Myself icon. Use the Selected Form drop menu to select the Form 1042-S.
2. At the Printing Tax Forms screen choose the method to select [pending](#) forms for print:
  - All pending forms for the current filer (default selection)
  - All pending forms for all filers
  - Manually select forms for the current filer (this option allows you to [tag](#) individual records)
  - All pending forms for selected filer (this option allows you to [tag](#) individual filers for this print session)
  - 1042-S Pro now contains a feature called [Form Session Limits](#) which provides with extra filtering options when printing forms.
3. Click the "Begin Print Process" button to access the Print Wizard.
4. Set Form Filter: Forms must be printed by type; select from Original, Voided, Corrected, Pro-Rata Original, Pro-Rata Voided or Pro-Rata Corrected. See [Pro-Rata Checkbox](#).
5. Select processing options for any records with errors or warnings at the Confirm Processing screen. Please note that filing records with missing or invalid data may result in the record being rejected by the IRS. If your data contains no errors or warnings this screen will not appear.
6. The Print Wizard displays the number of recipients selected for printing. To verify these recipients, amounts, or other information you are encouraged to first run a [Control Totals](#) report. To proceed with the Print Wizard click "Next". Use the "Back" button at any time to go back a step.
7. Review the selected printer and change if necessary
8. Select the copies to print.
  - **Copy A MUST be printed per IRS specifications.** Users must either manually cut down their forms to the official form size of 8" wide and 5-½" deep OR use **Form 5144**, a blank laser perforated sheet with a detachable snap.
  - The **Combined option** prints all required recipient copies on one sheet of paper!
  - Review various ways to [safeguard TINs](#).
9. Select a sort order to print forms:
  - By Last Name/Company Name (default)
  - By TIN
  - By Zip Code (use to presort mailings for the post office)
  - By State Abbreviation

10. Indicate your preview preference.
  - Ask me before processing each copy (default)
  - Yes, preview each selected copy type without asking me
  - No, send the forms directly to the printer without previewing them
11. Review print summary and if satisfied, click "Print" to begin printing. Remember that Copy A **MUST** be printed on [Form 5144](#) or manually cut per IRS specifications.
12. Indicate if forms are ready to send to the IRS:
  - Select "I haven't printed my Copy A yet..." if you are still printing copies of these records. These records have a [pending](#) status and are available for edits and further printing.
  - Select "I have printed and verified my Copy A forms..." after printing/approving all copies of these records. These records are assigned a [printed](#) status and are now ready to generate a 1042-T transmittal.
13. Click "Finish" to exit the Print Wizard.

**Note:** See [Advanced Print Options](#).

## 15.10 Printer Troubleshooting

### Printer Troubleshooting

#### Margin Limitations

1042-S Pro prints to most Windows compatible printers, subject to the printer's margin limitations. If your bottom margin is greater than 1/3-inch you may not be able to print data at the bottom of the page or you may have to print 2 forms to a page. Check your printer's manual and/or Maximum Printable Area for your BubbleJet, Deskjet, Inkjet or Laserjet if you have questions.

#### Data Truncation

1042-S Pro recommends a 1/5-inch (0.20) bottom margin when printing to blank paper. Data truncation occurs if bottom margin is greater than 1/3-inch. Suggested work around is to print 2 forms to a page instead of 3 forms per page.

#### Postscript Drivers

1042-S Pro prints to almost all printers. When opting to print to blank paper, the forms and/or fonts may print too large or otherwise print strangely. This is typically due to printing with a postscript driver. To resolve this situation try printing to a PCL 5, PCL 6, EMF or any other non-postscript driver.

#### Help File Print Problems

Some print drivers may have difficulty printing [hotspot or jump](#) items. For example, instead of printing a dotted or solid line underneath the hotspot/jump item, only a blank line prints. To resolve this issue install an HP 4L print driver and set it as the default printer.

#### Default Printer

1042-S Pro may default to a specific printer. Always review the selected printer while choosing your paper type in the Print Wizard. To switch printers use the "Select a Different Printer or Port" button to access the "Print Setup" screen.

#### Random Errors

Occasionally a virus checker (e.g., Norton, McAfee) can corrupt the 1042-S Pro installation and give random, inexplicable errors. If this happens, [backup](#) your data files, perform a [custom uninstall](#) and then reinstall the software with the virus checker disabled.

## Continuous (Dot-Matrix) Printers

1042-S Pro is not compatible with dot-matrix printers.

## 15.11 Quick Print

### Quick Print

1042-S Pro makes it easy to quickly print a tax form using the Quick Print feature within the Enter, Update and View Screen.

#### To quick print a session

1. On the Printing & Mailing [task panel](#) select the **Work With My Tax Forms** icon. Use the Selected Form drop down menu to select the form type to print.
2. Highlight an existing record and click the "Quick-Print Form" button.
3. At the Print Options screen **select the copies you want to print.**
4. Indicate your preview preference:
  - Ask me before processing each copy (default)
  - Yes, preview each selected copy type without asking me
  - No, send the forms directly to the printer without previewing them
  -
5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):
  - By Last Name/Company Name (default)
  - By TIN
  - By Zip Code (use to presort mailings for the post office)
  - By State Abbreviation
6. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

## 15.12 Reset Print Session

### Reset Print Session

Only [print sessions](#) with a printed\* status may be reset. Resetting a session will reset ALL records to pending status. To reset an individual record see [Print Status](#).

#### To reset session

1. On the [task panel](#) select Printing and Mailing and click the Print/Mail Forms Myself icon. Use the Selected Form drop menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "Reset (Void) Session" button.
3. 1042-S Pro prompts, "Are you sure you want to reset these records to pending status?" Click "Yes" to proceed or "No" to cancel.

\* After a print session is filed, you must first void the 1042-T transmittal and then you may reset the print session.

## 15.13 Pressure Seal Forms

### Pressure Seal Forms

#### Support

To meet the needs of customers who are printing out high volumes of 1099 and W2 forms 1099 Pro, Inc. has added the ability to print to pressure seal forms in our 1099 Pro & W2 Pro Professional and Enterprise products. Several different formats of pressure seal forms are available from 1099 Pro, Inc. Our W2 Pro, 1099 Professional and Enterprise software will be able to print on any of those forms and if there is a pressure seal form which you would prefer to use that is not already a listed printing option in the software, contact our [Service Bureau](#) and we'll customize the software to accommodate you and your choice of form(s).

#### Trouble Shooting

Customers may experience issues when attempting to print on the large 8.5" x 14" pressure seal forms. If the printer software is not configured correctly during the print process after selecting pressure seal forms (any 8.5 x 14" form either preprinted or blank) you will find that it appears that the printer is squashing the graphics and text. The reason: The default setting for most printers is 8.5" x 11" letter paper. In order for the text and graphics to appear properly on the 8.5 x 14" paper you should select legal for the paper format. If you are unsure about how to select legal paper during the print process you will want to contact your printer manufacturer.

### 15.13.1 Pressure Seal and Alternate Printing Formats

#### Currently Supported Pressure Seal and Alternate Printing Formats

These are the various format and printing methods that are currently supported by by 1099 Pro

Form Type	Company	Print Style	Format	Form Desc
1098	Moore	MW356	8 1/2" x 11", Single Sided, Z	Instructions, Copy B
	Wallace	Pressure Seal	fold	
1098	TFP Data	5116 Pressure	8 1/2" x 11", Single Sided, Z	Instructions, Copy B
	System	Seal	fold	
1098	Relyco	PSB11Z	8 1/2" x 11", Single Sided, Z	Instructions, Copy B
		Pressure Seal	fold	
1098	Relyco	PS356	8 1/2" x 11", Single Sided, Z	Instructions, Copy B
		Pressure Seal	fold	
1098	Moore	N11EZ	8 1/2" x 11", Single Sided, EZ	Copy B, Instructions
	Wallace	Pressure Seal	Fold	
1098	Alternate	5145 Blank	8 1/2" x 11", Duplex, 3 panels	Copy B, Instructions, B,
	Comb.	Stock	on side 1, addresses on side 2	Address on Back
5498	Moore	N11EZ	8 1/2" x 11", Single Sided, EZ	Copy B, Instructions
	Wallace	Pressure Seal	Fold	

5498	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1042-S	Moore Wallace	MW1242	8 1/2" x 14", Single Sided, Eccentric Z Fold	Copies B, C, D with Preprinted Instructions
1042-S	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, C, D. Print Instructions Separately
1098-C	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 2 Panels Per Side	Copy C, B. Instructions, Address on Back
1098-E	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1098-E	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1098-T	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1098-T	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1098-T	Moore Wallace	N11Z Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copy B, Instructions - Maximum 4 Filer Lines
1099-A	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-A	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-B	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-B	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-C	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-C	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-CAP	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-CAP	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-DIV	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-DIV	Moore Wallace	MW352 Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-DIV	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-DIV	Payer Combined	Blank Stock	8 1/2" x 11", Single Sided	Copy C Payer, Instructions
1099-G	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-G	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-H	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions

1099-H	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-INT	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-INT	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-INT	Moore-Wallace	MW 351 Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-INT	Relyco	PSB11Z Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-MISC	Moore-Wallace	N11C Pressure Seal	8 1/2" x 11", Duplex, C Fold	Copies.2, B, Instructions
1099-MISC	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy 2, B Instructions, Address on Back
1099-MISC	Moore Wallace	N11Z Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Copy B, Instructions
1099-MISC	Std Register	775 Pressure Seal	8 1/2" x 11", Single Sided, Max 4 Filer Lines	Copy 2, B, Instructions on Back Preprinted
1099-OID	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-OID	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-PATR	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-PATR	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-Q	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-Q	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-R	Moore Wallace	MW1304 Pressure Seal	8 1/2" x 14", Single Sided, EZ Fold	Copy B, 2, C
1099-R	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, C, 2 - Print Instructions Separately
1099-S	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided EZ Fold	Copy B, Instructions
1099-S	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-SA	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-SA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498-ESA	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
5498-ESA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498-SA	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions

5498-SA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
MISC	TFP Data System	5113 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Moore Wallace	MW 353 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Nelco	LMISCPSB Press Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Relyco	PS353 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
W-2	Relyco	PS1287 (TX814/W4)	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	Relyco	PS1289 (TX814/W4B)	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	TFP	5224	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	TFP	5225	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	Moore Wallace	MW1288	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2 w/Instr
W-2	Moore Wallace	MW1286	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2
W-2	TFP	5228	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2
W-2	TFP	5227	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2 w/Instr
W-2	Moore Wallace	MW1301	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal 3-Up, Copies B, 2, C w/Instr
W-2G	Alt Recip Comb	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy C, B, 2. Instructions, Address on Back
W-2G	Alt Payer Comb	Blank Paper	8 1/2" x 11", Single Sided	Copy D, Page 1 of W-9
W-2G	Alt Recip Comb	Blank Paper	8 1/2" x 11", Single Sided	Copies C, B, 2, No Instructions

## 15.13.2 Pressure Seal and Alternate Printing Tutorial

### Pressure Seal and Alternate Printing Tutorial

This tutorial will guide you through the process of printing on pressure seal forms and alternate printing methods.

**Note:** This tutorial assumes that you have completed entering tax forms into the software and are ready to print.

**Note:** If your Printing & Mailing box has been minimized, simply click the drop down icon on the right

hand of the box, and proceed with the tutorial.

1. To begin, select "**Print/Mail Forms Myself**" from the Printing & Mailing box.
2. You have several options to choose from at this point.
  - "**ALL Pending forms for the CURRENT filer**": This option will include pending forms for the current filer.
  - "**Manually select forms for the CURRENT filer**": This option will allow you to select forms for the filer that you currently have selected.
  - "**ALL Pending forms for ALL Filers**": This option will automatically select ALL pending forms for ALL Filers.
  - "**ALL Pending forms for SELECTED Filers**": This option will select all pending forms for the Filers that you select.
3. Once you have chosen the method that suits your needs click the "**Begin print Process**" button.

**Note:** if you chose "**Manually select forms for the CURRENT filer**" you will be presented with this screen. From here you can "**Tag**" which forms you would like to print, once you are done choosing forms click "**Proceed to next step**"

**Note:** If you selected "**ALL Pending forms for SELECTED Filers**" you will be presented with this screen where you must tag all Filers that you would like to print pending forms for. Once you are done, click "**Proceed to next step**" to continue.

Now you will be shown how many recipients will have forms printed for them, once you have confirmed this is the correct amount click on the "**Next**" button to continue.

Now, select "**Pressure Seal/Alternate Combined Layouts for recipient combined copies**" and click "**Next**" to continue.

Now you will be given a list of forms you can print to, once you have chosen your appropriate form press the "**Select**" button to continue.

**Note:** See below for assistance with selecting your format type.

Now you will see the brief overview of the form type that you have selected. If this is correct click the "**Next**" button to proceed.

**Note:** If this is not the form type that you will be printing on click on "**Select the pressure Seal Format to use**" and you will be taken you back to the the prior step.

**Note:** If you have chosen to print to Pre-printed forms you will be given the option to adjust the alignment on the printouts, you may want to print a test alignment page if you have a high volume of forms to print out. To do so press the "**Print a Test Alignment Page now**" button, once you are satisfied with your adjustments press the "**Next**" button to continue.

**Now you can choose what methods your forms will be sorted by.**

- **By Last Name/ Company Name**  
Sorts the recipient by their Last Name, of their Company name if not an individual.
- **By TIN (EIN or SSN), then Last Name/First Name and account**  
Sorts the recipients by their Tax identification Number (EIN or SSN)



- **By Zip Code (U.S., then Canada, then foreign)**

Groups the forms by the recipients Zip Code. Use this option if you need to pre-sort mailings for the Post Office

- **By State Abbreviation (U.S., then Canada, then foreign)**

- **By Account Number, then Last Name**

Recipients with missing account information will print before actual account numbers.

Once you have chosen your preferred method click on the "Next" button to continue

Here you will be given the option to preview the forms prior to them being printed. Choose "**Yes, preview each selected copy type without asking me**" if you would like to see the forms before being printed and click the "Next" button to proceed.

Here you will be see the summary for all the options before you are done printing. If everything looks correct click "**Print**" to begin your printing process.

**Note:** Below are the advanced options that may be accessed by clicking on the "**Advanced Options**" button.

Here you will be given the option to have a customized message print along with every form, you have the option of typing in your own message, or clicking on the drop down tab to select a pre-prepared message.

**The options are:**

- Revised and Reissued
- Corrected and Reissued
- Replacement copy
- Duplicate Copy per request
  
- You may also **Force an 'X' in the Corrected box on all forms.**
- You can "**force an 'X' in the Void box.**"
  - **Note:** The void box is not on all forms.
- As well as "Print "0.00" instead of blanks for all zero amounts."

**Note:** Checking these boxes does NOT create a correction OR void form.

**Note:** Please see the sections on creating a [correction](#) or a void.

**Note:** Below are advanced options for the fine tuning of where the Filers and Recipients address will print, if you are using non-standard windowed envelopes this will help you adjust the printout so that it is readable on the outside of the form.

## 16 Queries Overview

### Queries Overview

1042-S Pro offers predefined queries as well as the ability to create custom queries to sort your data. The Current Query drop menu is available at the "Work with My Tax Forms", Browse the Recipients File and Filer

Master List screens.

**Pre-defined Queries include:**

- Corrections (Filed)
- Correction (Not Filed)
- Errors and Warnings
- Filed Original Forms
- Forms with Notes
- Pending Original Forms
- Printed Original Forms
- Voided Original Forms

## 16.1 Custom Queries

### Custom Queries

To define a custom query using the Query Wizard follow the steps below.

#### Query Wizard

The Query Wizard allows custom access to your data via an intuitive wizard driven interface. *All* users can quickly create and save customized queries and then re-use those queries. The Query Wizard is only available at select screens.

1. Select the drop down menu for "Current Query" and select "Custom Query" from the list.
2. At the Query wizard screen select a field from the list below. (i.e. Recipient State or Province) and click next.  
[Note: please view the linked popup for additional information on the values for the fields Form Status, Voided, Correction Type & Error Status values.](#)
3. At the Operation Selection screen, select the operator (i.e. is Equal To) click Next.
4. At the value entry screen determine the value which will be used to complete the expression. (i.e. Select "Constant Value" and in the "Recipient State or Province is Equal To " field type in the letters CA for the state of California)
  - As an option you may process the query using "Compare Using Case Sensitive Matching" by placing a check in the box below.Click Next.
5. Click Finish to save your changes and run the query.
  - At this finish screen you may add any additional selection criteria as needed.
  - You can select the "Change" button to change your current query or you can select the Delete button to delete the current query and begin a new query.
  - After clicking finish you are prompted to save the query you created. Click Yes to save and type a query name or click No to bypass saving a query name and display the results of the current query.

## 16.2 Custom Query using Manual Override

### Custom Query using Manual Override

To define a custom query using the manual override feature follow the steps below.

To allow for even more customization in defining a custom query, sophisticated users can quickly build

expressions from scratch using the Expression Builder which has additional Date and Function Categories.

1. At the Query Wizard **Field Selection** window, click the "**Manual**" button in the lower left of the window.

## The Query Wizard Screen

2. In the Query Wizard Manual Override screen you may choose pre-selected fields from the "field list".

To open the Expression Builder click [...] to the right of the Field List.

## The Expression Builder Screen

**Data and function categories:** Select the category of the function to be applied in this column.

**Data and function names:** Contains a list of logical expressions to be applied to the query. A logical expression consists of a field, operator and value.

**Validate:** This button will compile and determine if the current expression has been constructed properly.

**Clear:** Removes the contents of the current expression from the expression builder main screen.

**Insert:** Inserts the currently highlighted "Data and function name" into the Expression Builder Window.

**Ok:** Executes the "Validate" feature to check the validity of the expression and saves your expression.

**Cancel:** Closes the expression builder and returns you to the Query Wizard "Field Selection" screen.

- Once you have saved your expression, you can select it from the "Current Query" drop-down menu at any time.

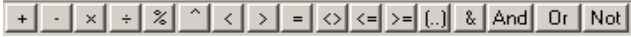
## 16.3 Expression Builder

### Expression Builder

#### The Expression Builder Screen

##### Why would I want to use the Expression Builder?

The Expression Builder allows users to define and build custom query from the ground up.

- **Data and function categories:** Select the category of the function to be applied in this column.
- **Data and function names:** Contains a list of logical expressions to be applied to the query. A logical expression consists of a field, operator and value.
-  Contains the list of operators available to the user.
- **Validate:** This button will compile and determine if the current expression has been constructed properly.
- **Clear:** Removes the contents of the current expression from the expression builder main screen.
- **Insert:** Inserts the currently highlighted "Data and function name" into the Expression Builder Window.

- **Ok:** Executes the "Validate" feature to check the validity of the expression and saves your expression.
- **Cancel:** Closes the expression builder and returns you to the Query Wizard "Field Selection" screen.

## 17 Reports

### Reports

This section will give you an overview of the various reports that can be generated within 1042-S Pro.

### 17.1 Control Totals Report

#### Control Totals Report

The Control Totals report is an invaluable tool for reviewing [recipient](#) records. Information contained in this report includes:

- Filer (Withholding Agent) Name and TIN
- Recipient's Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Box by box totals
- Number of missing TINs and more....

#### To generate report

1. On the [task panel](#) click the Printing & Mailing. Select the form type to process and then click the Form Totals Reports icon.
2. Report Filter and Form Selection Options - Choose a method for selecting records:
  - All [pending](#) forms for this filer
  - All forms for this filer (regardless of print status)
  - Use [Query Wizard](#)
  - Manually select records ([tagging](#))
3. Report Record Ordering Options - Choose how to sort the records:
  - By Last Name
  - By TIN
  - By Account Number, then Last Name
4. Report Format Options - Choose a report format:
  - Summary Version (data for text fields 9, 14-15, 17-21 and 23-24 is not displayed)
  - Extended Version (displays information for all fields, totals QI-EIN checkboxes and any errors or warnings)
5. Additional options include:
  - Custom notes (make comments, notes, etc. - prints on last page of report)
  - Print totals only (summary information only - displays no individual record information including recipient addresses)
6. When satisfied with your selections click "Print Now" and then click "Yes" to preview the report.
7. At the preview screen **go to the last page** to view the box by box totals.

**Note:** See Troubleshooting below:

1. Error and Warning Messages - Choose how to print warnings and/or errors. (This option is ghosted if the Summary Version report format is selected.)
2. Report Record Ordering Options - Choose how to sort the records:
  - By Last Name

- By TIN
  - By Account Number, then Last Name
3. Report Format Options - Choose a report format:
    - Summary Version (lists recipient address and all dollar amounts but no text information and limited checkbox data)
    - Extended Version (lists all information including recipient address and includes errors and warnings)
  4. Additional options include:
    - Custom notes (make comments, notes, etc. - prints on last page of report)
    - Print totals only (summary information only - displays no individual record information)
    - Print Preview (select Ask Me or Yes, otherwise report prints automatically)
  5. When satisfied with your selections click "Print Now".
  6. At the preview screen **go to the last page** to view the box by box totals.

## Troubleshooting

If while printing from the Report Filter and Forms Selection Options section you come across: (Example Reports won't print.)

### Solution:

- Verify that you have selected the correct form type from the drop down arrow to the left of the report.
- Verify that you have specified the right status. (i.e. "All Original Forms" [Except Corrections])  
This means that every form regardless of the current form status will be displayed.
- The "**All Pending Forms**" option will display forms that truly are in **Pending Status**. "**The Pending Corrections for this Filer**" option does not appear in the View/Print Control Total Reports screen unless you have a minimum of at least one form with a Corr/Pending status.

[See Warnings and Errors Defined for further help.](#)

## 17.2 Form Counts Report

### Form Counts Report

This report generates a listing of all forms sorted by filer, detailed by [print status](#). This report is very useful for tracking the status of your forms and determining if records contain any [errors or warnings](#).

#### To generate report

1. At the menu bar click "**Reports**" and "**Form Counts**".
2. Click "**Yes**" to preview the report.

## 17.3 Forms Issued by Filer

### Forms Issued by Filer

The Summary of Forms Issued by Filer provides detailed recipient information for all forms issued by the selected filer(s).

#### To run a report

1. From the [menu bar](#) click Reports and Forms Issued by Filer.
2. Click "**Yes**" to preview the report.
3. At the Browse the Filers File screen click the "Tag" button to select filers. A red checkmark appears beside each tagged filer. To sort filers prior to tagging, use the View drop menu.
  - Review [Tag Key Shortcuts](#)
4. After tagging appropriate filers click "Proceed" to run the summary.

## 18 Service Bureau Overview

### Service Bureau Overview (SSAE 16 SOC I TYPE II)

The Service Bureau is proud to offer a wide variety of services to registered users of 1042-S Pro. Customers are encouraged to schedule print & mail and electronic upload appointments now! **Rates and availability are not guaranteed until your appointment is booked.**

#### Contact the Service Bureau

Contact Steve Hughes, Service Bureau Manager, to book your electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **Email:** [sb@1099pro.com](mailto:sb@1099pro.com)
- **Internet:** <http://www.1099pro.com>

Instant price estimates are available online at <http://www.1099pro.com/servPricing.asp>

#### 1099 Pro Services

These services are only available to 1099 Pro registered users. The following standard options are available:

- **Print and Mail Only:** We print and mail recipient copies by due date.
- **Electronic Filing Only:** We file electronically with the IRS on your behalf.
- **The Complete Package:** We print and mail recipient copies and file electronically with the IRS (includes first-class US postage).

The following services are available to 1099 Pro users for an hourly fee or flat rate. Contact the Service Bureau for more information.

- **Custom WMF Files:** We design them for your specific printing needs including logo and/or statement design.
- **Custom Programming**
- **Custom Reports**
- **File Translation/Data Manipulation**
- **Data Entry**
- **Remote Hosting via the Internet**
- **Full Service Provider**
- **Client/Server Installation and Support**
- **Filing to the States**

### 18.1 Service Bureau Overview & Upload Process\_2

## Service Bureau Overview

#### Why should I use the Service Bureau?

The 1099 Pro Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro,

all performed in our secure SSAE 16 SOC I TYPE II environment.

We provide Printing & Mailing, Electronic Delivery, Web Presentment, Bulk TIN Matching, and IRS Filing services to thousands of our users.

Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience.

Whether you have a large or small job, consider the cost savings and the value of a "job done right" during your busiest months of the year.

**We've made the process simple:**

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to schedule an appointment date. We must have your data by the agreed upon appointment date to ensure that it is posted online, mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your encrypted upload file to us on or before your appointment date.

**Contact the SSAE 16 SOC I TYPE II Service Bureau**

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

**Phone:** (866) 444-3559 (toll-free) or (818) 876-0200

**E-Mail:** [sb@1099 Pro.com](mailto:sb@1099 Pro.com)

**Internet:** <http://www.1099 Pro.com>

Instant price estimates are available online at <http://www.1099 Pro.com/servPricing.asp>

Learn more about the [Service Bureau Upload Process](#)

### 18.1.1 Step 1 - Creating an Upload File for Print/Mail or E-File\_2

## Step 1 - Creating an Upload File

Only records with a printed or pending print status are available for inclusion in an upload file. Refer to the [Form Counts Report](#) for an overview of all forms and their respective statuses. To review Filer information see the [Browse Filer screen](#).

### Create an Upload File

1. If you wish to have the Service Bureau print and mail your forms, select the "via the Service Bureau" link under the **Printing and Mailing** section on the left task bar. If you would like the Service Bureau to electronically file your forms, then click the "via the Service Bureau" link under the **Filing My Forms** section.
2. At the Printing, Mailing, Filing and Bulk TIN Matching screen click either the "Printing and Mailing Upload" or "Filing with the IRS upload" depending on what action you want done.
3. At the Upload Wizard click "Next" to proceed. Use the "Back" button at any time to go back a step.
4. We highly recommend you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and the process

will go as smoothly as possible. [See Web Updates for more information](#)

5. Choose a method for selecting eligible records.
  - ALL Forms for ALL Filers: This option automatically selects every eligible form for every filer. If a particular form type has no eligible forms, that form type will be skipped.
  - Selected Form Types for ALL Filers: This option prompts you to select (tag) the form types to include in this upload file. All filers will be processed.
  - Selected Form Types for Selected Filers: This option prompts you to select (tag) the filer and the form types to include in this upload file.
6. Check for Upload Data Problems.
  - Click the "Scan Selected Forms for Common Formatting and Validation Problems." This will scan your files to see if any of the selected forms contain any warnings or errors that could cause those forms to be rejected.
7. Select the destination folder:
  - The default location is C:\1099 Pro\Pr42ST13\Uploads.
8. For Filing with the IRS Select the overall Upload file type:
  - Original (first) upload to the Service Bureau.
  - Choose this option if this is the first time you have uploaded your files for the selected task. This is the standard option.
  - Replacement upload
  - This option should only be used if you have been in contact with the Service Bureau and they have instructed you to upload a set of tax forms again. Normally, this only happens if your data has problems and the original task could not be performed. Click "Next" to Select the Printer for Filing your Upload Instructions.
9. Once the upload file has been generated, the wizard will print all of the necessary paperwork needed for the next step. These will include the following:
  - A Summary report and Instructions sheet
  - A one page control totals report for EACH filer and tax form type you select.

See [Step 2](#) Approving Control Totals.

### 18.1.2 Step 2 - Approve Control Totals

## Step 2 - Approve Control Totals

#### Approve Control Totals:

After successfully generating your file, 1099 Pro displays the 1099 Pro Service Bureau Upload Summary and Instructions will print. Review this document - it contains important information including the name and location of your upload file and details on uploading your file to the Service Bureau. If the steps 1-3 are all correct, you need to check EVERY ONE of the following Control Totals Reports to confirm that the number of records and the control totals (dollar amounts) for each of the boxes are correct. The total number of Control Totals Reports for you to examine and certify will be listed summarized here.

#### What to do if the Summary or Control Totals are not correct...

1. Highlight the session upload at the "Begin a new Service Bureau Upload Session Screen."
2. Click on the "Reset (VOID) Upload" button to void the upload. All of the forms associated with any of the logs that were part of the Upload Session will be reset back to their original, pre-upload status.



3. Correct all problems you discovered while examining your Control Total Reports, then return to the Service Bureau Upload Session Screen and create a new Upload file.

**What to do next after you have examined the Summary and Control Totals Reports...**

1. Return to the 1099 Pro Service Bureau Upload Center screen where the Service Bureau Upload Sessions are listed.
2. On the list, select any "Pending" log item that is part of this upload.
3. Are these Processing Instructions correct?
4. Are all of the Filers and Form Types that you want to upload to 1099 Pro during this session listed above?
5. At the Printing, Mailing and/or Filing... screen, you can view a summary of Service Bureau Upload Sessions including:
  - The Filer TIN
  - Form Type
  - Form Count
  - The Status
  - Session Date
  - Session Time
  - The Upload Filename

See [Step 3](#) "File Upload Transfer" to the Service Bureau.

**18.1.3 Step 3 - File Upload Transfer & Completion**

## Step 3 - File Upload Transfer & Completion

**To Upload**

1. Highlight the session you wish to upload at the "At the Printing, Mailing, Filing and Bulk TIN Matching screen..."
2. At the bottom of the screen, click the "Complete Pending Upload" button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

**Ready to upload your file via Built-in HTTPS using the Internet?**

This is the preferred method of uploading to the 1099 Pro Service Bureau. The wizard will automatically upload the file for you, using the standard HTTPS. An Internet connection is required for this option (Dial-up, DSL, Cable Modem...etc.). Select Built in HTTPS to securely upload your file via the Internet. Click "Next". In the next screen, please confirm your settings in the summary window before starting the Upload Process:

- Upload Type - Upload for filing with the IRS
- Upload Method - HTTPS (Built in)
- Total Filer/Form Combinations
- Total Tax Forms
- File Name - (Example: S9999999-ABC123.zip)
- Type
- File Location - (i.e. C:\1099 Pro\Pr42ST13\Uploads)
- Contact Information - Contact First and Last Name, E-mail Address, and Phone Number.

Press "Upload Now" to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the "Cancel/Stop the Upload" button. Alternatively you may manually transfer the file to the Service Bureau. E-mail\*\* your upload file to [uploads@1099 Pro.com](mailto:uploads@1099 Pro.com). You will receive an automatic confirmation of receipt of your e-mail. After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading. Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

**If unable to upload via built in HTTPS:**

- Select to Manually transfer your file to the Service Bureau.
- Press "Finish" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is your responsibility to make sure these records are transferred to the Service Bureau.

**Method A: Uploading your file manually via the 1099 Pro uploads web site.**

1. Using your web browser, access our secure FTP site at: <https://uploads.1099 Pro.com>
2. Fill in the prompts, using Login ID: 1099upload, Password: 2004
3. Click the LOGIN button, then click UPLOAD at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click UPLOAD to send the records to the Service Bureau.
5. SIGN and FAX your upload reports and authorizations to the phone number provided on the paperwork.

**Method B: Sending your file via email**

1. Create an email, ATTACH the upload file (see printed paperwork for file name and location) and address the email to: [uploads@1099 Pro.com](mailto:uploads@1099 Pro.com)
2. SIGN and FAX your upload reports and authorizations to the phone number provided on the paperwork.

**Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.**

1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk.
2. Package the disk, SIGNED Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery.

## 18.2 Bulk TIN Matching via the Service Bureau Overview

**Why should I use the Service Bureau?**

The 1099 Pro Service Bureau has provided Print/Mail/E-Filing services to thousands of our users. Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to set an appointment date. We must have your data by the agreed upon appointment date to ensure that it is mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1042-S Pro software.
4. Create an upload file within your 1042-S Pro software.
5. E-Mail or FTP your upload file to us on or before your appointment date.

The Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro. Customers are encouraged to schedule their Print/Mail/E-Filing/Bulk TIN uploads appointments now! **Rates and availability are not guaranteed until your appointment is booked.**

## Contact the Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

**Phone:** (866) 444-3559 (toll-free) or (818) 876-0200

**E-Mail:** [sb@1099pro.com](mailto:sb@1099pro.com)

**Internet:** [www.1099pro.com](http://www.1099pro.com)

Instant price estimates are available online at <http://www.1099pro.com/servPricing.asp>

Learn more about the [Service Bureau Bulk TIN Upload Process](#)

[Click here to see How to use Bulk TIN Matching.](#)

## 18.2.1 Using Bulk TIN Matching

### Using Bulk TIN Matching

#### IRS Bulk TIN Matching Overview

Did you know that if the Name and TIN (SSN/EIN) do not match on your 1099's that the penalty is \$100.00 for each mismatch up to a maximum of \$250,000.00 per company? Fortunately, the IRS has introduced the Interactive TIN Matching and Bulk TIN Matching Program for form types 1099-B, DIV, INT, MISC, OID and PATR only!

#### **Bulk TIN matching via the 1099 Pro Service Bureau offers protection from IRS**

##### **Penalties:**

- Due Diligence: Using the TIN Matching System allows you to verify the accuracy of TIN and Name information prior to submitting information to the IRS.
- IRS Code 6724 provides any penalties under Section 6721 may be waived if the Filer shows the failure to provide a correct TIN on an information return is due to Reasonable Cause and not Willful Neglect.
- Filers may prove Due Diligence and receive a waiver from proposed penalties if they prove the TIN and Name combination they submitted matched IRS records. Providing a copy of the "Print Screen" of your IRS System Responses will be considered proof of Due Diligence.

*\* As of this writing, the IRS does not allow other form types to participate in this program under penalty of perjury and possible imprisonment!*

### How does the bulk TIN Matching work?

Using the 1099 Pro software you will create a file that is sent to our Service Bureau for bulk TIN matching. Upon receiving the results from the IRS we will mail them back to you in a password protected Excel spreadsheet. With your results, you can manage the W9/B-Notice process using the features built into our software to collect the correct TIN information from your payees.

To get started go to [Step 1 - Creating an Upload File for Bulk TIN matching](#)

## 18.2.2 Step 1 - Creating an Upload File for Bulk TIN Matching

### Step 1 - Creating an Upload File

(SSAE 16 SOC I TYPE II Service Bureau)

If you prefer, you may view a tutorial on this process by clicking [here](#) and selecting Service Bureau Uploads for your Product.

#### To create an upload file

1. On the [task panel](#) select the Service Bureau section then click the "**Bulk TIN Matching via SB**" icon to elect to have the Service Bureau upload records for Bulk TIN matching.
2. At the Printing, Mailing, Filing and Bulk TIN Matching...screen click either the "**Bulk Tin Matching Upload**" button.
3. At the Upload Wizard click "**Next**" to proceed. Use the "**Back**" button at any time to go back a step.
4. You are then prompted with the "Do you have the latest version of 1099Pro screen?" We highly recommend you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and the process will go as smoothly as possible.

[See Web Updates for more information](#)

#### Choose a method for selecting eligible records.

##### Selected Form Types for ALL Filers:

This option prompts you to select (tag) the form types to include in this upload file. All filers will be processed.

##### Selected Form Types for Selected Filers:

This option prompts you to select (tag) the filer and the form types to include in this upload file.

#### Select the destination folder:

- The default location is C:\1099 Pro\Pr42ST13\Uploads. It is preferable to create your upload file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.

#### Enter your Contact Information and User Password:

- This information is used in case the Service Bureau needs to contact you and where your Bulk TIN results will be sent. The password is used to encrypt the Bulk TIN matching results when they are returned to you.

**Select the Printer for your Bulk TIN Matching summary and instructions:**

- Here you may change the printer where you summary and instructions are printed.

Click "**Finish**" to begin generating the upload file. A running detail is displayed as forms are scanned by the system.

See [Step 2](#) Approving the Bulk TIN matching upload

### 18.2.3 Step 2 - File Upload Transfer & Completion for Bulk TIN

#### Step 2 - File Upload Transfer & Completion (SSAE 16 SOC I TYPE II Service Bureau)

##### Welcome to the Upload File transfer Wizard (Pre-Upload Checklist)

###### To Upload

1. Highlight the session you wish to upload at the "**At the Printing, Mailing, Filing and Bulk TIN Matching screen...**"
2. At the bottom of the screen, click the "**Complete Pending Upload**" button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

###### Ready to upload your file via Built-in FTP using the Internet?

This is the preferred method of uploading to the 1099Pro Service Bureau. The wizard will automatically upload the file for you, using the standard FTP (File Transfer Protocol) **\*\*An Internet connection is required for this option\*\*** (i.e. Dial-up, DSL, Cable Modem...etc.)

Select **Built in FTP** to upload your file via File Transfer Protocol to the Internet. Click "**Next**". In the next screen, please confirm your settings in the summary window before starting the Upload Process.

**Upload Type** - Upload for filing with the IRS

**Upload Method** - FTP (Built in)

**Total Filer/Form Combinations**

**Total Tax Forms** -

**File Name** - (Example: S9999999-ABC123.zip)



Suite 2080  
Calabasas, CA 91302

**\*\*Note: Mailing in a CD-ROM or Floppy Disk is strongly discouraged due to potential damage or delays in mailing. \***

**Note: Do NOT modify the name of your upload file as it is used to identify you.**

## 18.3 Reset VOID Upload

### Reset (Void) Upload

Resetting an upload session voids (deletes) the entire upload session. All forms automatically revert to their pre-upload status.

#### To reset session

1. On the [task panel](#) select the Service Bureau and then the Printing & Mailing or Electronic Filing icon.
2. At the Completed Service Bureau Upload Session List screen highlight an upload session and click the "Reset (Void) Upload" button.
3. The Administrator prompts to confirm the void. Click "Yes" to continue or "No" to abort. Session status immediately updates to Voided.

## 18.4 Service Bureau Uploads

### Service Bureau Uploads

**(SSAE 16 SOC I TYPE II )**

#### Reset (Void) Upload

Resetting an upload session voids (deletes) the entire upload session. All forms automatically revert to their pre-upload status.

See [Reset VOID Uploads](#)

#### Upload Session Summary

The Service Bureau Upload Summary details your upload file including upload file name and path, date generated, filer name, etc. It also provides instructions on submitting the upload file to the Service Bureau.

See [Upload Session Summary](#)

#### Upload Form Summary

The Upload Form Summary details all records in the selected upload session and is very similar to the Control Totals Report.

See [Upload Form Summary](#)

## 18.5 Upload Form Summary

### Upload Form Summary

**(SSAE 16 SOC I TYPE II Service Bureau)**

The Upload Form Summary details all records in the selected upload session and is very similar to the [Control Totals Report](#).

**To generate this report**

1. On the [task panel](#) select Service Bureau and the Printing & Mailing or Electronic Filing icon.
2. At the Completed Service Bureau Upload Session List screen highlight an upload session and click the "View/Print Log Report" button. Click "Yes" to preview the report.

## 18.6 Upload Session Summary

### Upload Session Summary

(SSAE 16 SOC I TYPE II Service Bureau)

The Service Bureau Upload Summary details your upload file including upload file name and path, date generated, filer name, etc. It also provides instructions on submitting the upload file to the Service Bureau.

**To generate this report**

1. On the [task panel](#) select Service Bureau and then the Print & Mail or Electronic Filing icon.
2. At the Completed Service Bureau Upload Session List screen highlight an upload session and click the "View/Print Session Summary" button. Click "Yes" to preview the report.

## 19 Tagging

### 19.1 Tag Filers

#### Tag Filers

1042-S Pro allows you to manually tag (select) [filers](#) for inclusion in a print session.

**To tag records**

1. On the [task panel](#) select Printing & Mailing and then the Print/Mail Forms Myself icon. Use the Selected Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "All Pending Forms for Selected Filers" option.
3. Click the "Begin Print Process" button.
4. At the Browse the Filers File screen click the "Tag" button to select filers. A red checkmark appears beside each tagged filer. (See Tag Key Shortcuts below.)
  - To sort filers prior to tagging, use the View drop menu.
5. After tagging all filers, click "Proceed" to initiate the [Print Wizard](#).

#### Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual filers.
- Tag All: Use this button (or ALT + A) to tag all filers.
- Untag: Use this button (or ALT + U) to untag an individual filer.
- Untag All: Use this button to untag all filers.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual filer.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all filers. For example, if you have 3 filers and only one filer is tagged, the Flip All button will tag the two previously untagged filers and untag the original filer.



- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged filers.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged filers.

## 19.2 Tagging Recipients

### Tagging Recipients

1042-S Pro allows you to manually tag (select) [recipients](#) for various processes.

#### Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual recipients.
- Tag All: Use this button (or ALT + A) to tag all recipients.
- Untag: Use this button (or ALT + U) to untag an individual recipients.
- Untag All: Use this button to untag all recipients.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual recipients.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all recipients. For example, if you have 3 recipients and only one recipient is tagged, the Flip All button will tag the two previously untagged recipients and untag the original recipient.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged recipients.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged recipients.

## 19.3 Tagging Records

### Tagging Records

1042-S Pro allows you to manually tag (select) records for inclusion in a print session.

#### To tag records

1. On the [task panel](#) select Printing & Mailing and then the Print/Mail Forms Myself icon. Use the Selected Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "Manually select forms..." option.
3. Click the "Begin Print Process" button.
4. At the Selecting Form Records screen click the "Tag" button to select records. A red checkmark appears beside each tagged record. (See Tag Key Shortcuts below.)
  - To sort records prior to tagging, use the View or [Query](#) drop menus.
5. After tagging all records, click "Proceed to Next Step" to initiate the [Print Wizard](#).

#### Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual records.
- Tag All: Use this button (or ALT + A) to tag all records.
- Untag: Use this button (or ALT + U) to untag an individual record.
- Untag All: Use this button to untag all records.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual record.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all records. For example, if you have 3 records and only one record is tagged, the Flip All button will tag the two previously untagged records and untag the original record.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged records.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged records.

## 20 Tax Supplies

### Tax Supplies Overview

1099 Pro, Inc. sells all of the tax forms and supplies necessary for use with 1042-S Pro\* software at competitive rates.

- All forms and supplies offered by 1099 Pro, Inc. are IRS approved.
- All orders over \$100 automatically receive a **10% discount**.
- Order in advance; overnight shipping of forms can cost more than the actual forms!
- Returns are NOT accepted after November 30, 2013. Customer is responsible for all return shipping charges.

*\*All tax forms and supplies are subject to availability. Prices subject to change without notice.*

### Online Ordering - New!

Customers may place orders online for laser forms and envelopes (current tax year only). In addition to placing orders, customers may view tax forms and a brief item description. Try it at [www.1099pro.com](http://www.1099pro.com); click on the "Products" button and the "Tax Forms" hyperlink.

### Online Customer Account Access - New!

Customers who've purchased items in the past year may go online to view prior orders and activation codes. Order tracking is also available to see if your order has been shipped. Try it at [www.1099pro.com](http://www.1099pro.com); click on the "Login" button and follow the prompts.

### Telephone Orders

Customers may place orders for all tax supplies by telephone with our Sales team at (888) 776-1099.

### Print Options

1042-S Pro prints to blank laser perforated paper and/or blank stock.

**Copies B, C and D:** These copies may be printed onto Form 5174, a blank, 2-laser perforated sheet with a detachable snap . Use with Envelope 2222-1. Or use Form 5145, a blank, 2-laser perforated sheet WITHOUT the snap. Use with Envelope 8888-1. Copies may also be printed to regular blank stock; use with Envelope 8888-1.

**Copy A:** **Copy A MUST be printed on Form 5144**, a blank, laser perforated sheet with a detachable snap. Copy A MUST be printed with the 1/2-inch snap on the RIGHT side. All perms must be detached prior to submitting to the IRS. This makes the form 5-3/8" high x 8" wide and leaves the left margin at 5/8" per IRS requirements.

**Copy E:** This copy may be printed on Form 5144 or on blank stock.

## 20.1 Blank Stock

### Blank Stock

When using **blank** stock you must select the copies to print.

The Print Wizard features a **Combined option that prints all required copies for the recipient on one sheet** (copies B, C and D). Copies B, C and D may not be individually selected. Copies A and E may be individually selected . Please note that Copy A must be printed on [Form 5144](#).

When printing instructions to blank paper you may:

- Print them as part of the normal print run with one copy per recipient. Remember to collate instructions with the recipient copies, OR
- Print them on one sheet now and photocopy it as many times as needed. Then use the reverse side of the photocopied sheets to print your forms. If selecting this option do NOT print any copies at this time, first prepare the instructions and then print the copies, OR
- Print "X" pages at this time.

The IRS requires you to send both tax forms and instructions to recipients.

## 20.2 Continuous Forms

### Continuous Forms

1042-S Pro does not support the use of continuous (dot-matrix) forms.

## 20.3 Preprinted Forms

### Preprinted Forms

1042-S Pro does not support the use of preprinted forms.

## 21 Troubleshooting

### 21.1 Data Files

#### Data Files

1042-S Pro data files are suffixed with ".TPS". For example, "filers.tps" contains filer data and "states.tps" contains state data. In a typical installation these files are located at C:\1099 Pro\Pr42ST13\Data.

#### INI File

The "C:\1099 Pro\Pr42ST13\Admin" file contains information specific to your installation and is located at c:\windows.

The INI file may or may not be deleted during a custom uninstall. This file can be manually deleted if you want to totally remove 1042-S Pro from your system or if you want to perform a clean reinstallation. This file can remain if you want to reinstall the software but retain your settings.

### 21.2 Filing Problems

#### Filing Problems

Users may scan their records for errors and warnings prior to generating a electronic file or Service Bureau upload file. If [errors or warnings](#) are found in electronic files, users may choose whether or not to process those records. For uploads, all records are processed no matter what; the scan is just a last chance informational check.

### Processing Records with Errors/Warnings

Records with known errors or warnings will most likely be rejected by the IRS. The user will then have to fix the record and file a correction with the IRS. Nonetheless, filing the record with the incorrect data demonstrates due diligence and may help you avoid [penalties](#).

Users are encouraged to make every effort to fix missing or invalid data but if they are unable to do so, file the records anyway.

See [Finding & Fixing Records with Problems](#)

## 21.3 Finding & Fixing Problem Records

### Finding & Fixing Problem Records

1042-S Pro performs automatic error and validation checks on all data. This helps users find and fix potential tax form errors (see [Disclaimer](#)) prior to submission to recipients or the IRS.

Error and validation checks occur when data is manually entered or imported. It also occurs when printing a form or when generating a 1042-T transmittal, electronic file or service bureau file. If a problem is found, 1042-S Pro flags the record with a warning, error or reject error. Users are encouraged, but not required, to fix warnings and errors prior to submitting their records to recipients or the IRS. Records with reject errors must be fixed before processing of those individual records can continue.

See [Filing Problems](#)

### Warnings & Errors Defined

**Warnings:** Intended to flag a possible inconsistency or omission in the data that may result in the record being rejected by the IRS. Common warnings include:

- TIN is missing
- Last Name (or Company Name) is missing
- Code or checkbox value is invalid (and assumed false)
- Date is missing or invalid

**Errors:** Serious flaws in the data that would most likely result in the record being rejected by the IRS. Common errors include:

- TIN is invalid
- Name is incomplete
- Address is incomplete
- Field contains invalid characters (e.g., text characters in an amount field)
- Code or checkbox value is invalid

**Reject Errors:** **User must enter correct data or record is automatically rejected.**

- Last Name *and* TIN are both missing
- Field contains non-allowed negative amounts

### Finding Problem Records

1042-S Pro makes it easy to find problem forms. Users may run a [Form Counts Report](#) to quickly determine which filer and form types have errors or warnings. To view all errors and warnings in detail, run a [Control Totals Report](#) (Extended Version). Users may also generate an error query at the "Work with My Tax Forms" screen.

### Error Queries

To create a query that limits the "Work with My Tax Forms" screen to just forms with errors and/or warnings, do

the following:

1. At the "[Work with My Tax Forms](#)" screen, drop down the 'Current Query' list and select 'Custom Query...'
2. Select 'Error Status' on the list of fields to evaluate (press 'E' to go right to it).
3. Click on NEXT, then select 'Is Greater Than' as the operation.
4. Click on NEXT. A zero is already entered as the value entry, which is correct
5. Click on NEXT, then FINISH. Answer YES to the save query question, and enter a name like 'Errors and Warnings Only'.

When you return to the "Work with My Tax Forms", only forms with errors and warnings will be displayed. If you update a problem form and fix it, it will disappear from this list. Continue until all forms are fixed, then choose 'All Records' as the current query to view all of your records again.

For reports, there are already the built-in options for displaying errors and warning messages and/or filtering the report to only list forms with problems.

### Disclaimer

1042-S Pro software identifies many, but not all, of the most common format errors. [Please review full disclaimer.](#)

### Feedback

If you come across a situation that you feel should generate an Error or Warning in the software please feel free to discuss the situation including the form type, data set and IRS regulations by emailing Compliance at [compliance@1099pro.com](mailto:compliance@1099pro.com).

## 21.4 Multi-User Considerations

### Multi-User Considerations

When running 1042-S Pro multi-user versions, some tasks require exclusive control of certain files. These tasks are detailed below.

#### Record Locking

The multi-user version of 1042-S Pro utilizes record locking when two or more users concurrently open the same record. This allows users to simultaneously view the same record but prevents them from overriding each other's changes. For example, Users A and B open the same record. User A changes an amount and saves the record. User B then changes an amount and attempts to save the record. User B receives a "Record Was Not Updated" warning and the record is automatically updated with User A's changes. User B may then select a field to restore and use the <F4> key to re-populate what they had originally entered.

#### Import Locking

During the final step of the Import Wizard, Post Import Session, 1042-S Pro attempts to gain control of all records. If 1042-S Pro is unable to gain control of a record (because someone else has the record open) it will notify the user and offer to post the files the slow, non-locking way or allow them to cancel.

## 21.5 Online Help

### Online Help

#### Context-Sensitive Help

Use the <F1> key at any screen to access context-sensitive help screens.

**To search for a topic**

- At the 1042-S Pro [menu bar](#) click "Help", "Search the 1042-S Pro Help file" and at the "Index" tab type the first few letters of the word you're looking for. For example, type "pas" to display the Password topic.

**To print a topic**

- Click the "Print" button, or
- Use "CTRL + P" to display the Print dialog box.

**Special Help**

Some 1042-S Pro Wizard screens offer this button for quick access to special help topics.

This button typically offers more detailed information than what is available via the standard "Help" button or <F1> key.

## 21.6 Optimize Posting

### Optimize Posting

When posting very large import files, 1042-S Pro may run out of RAM and terminate before the Post is complete.

Users can modify their INI file to optimize the Post process according to the amount of RAM in the machine running the Post. By default, the Post pauses every 2,000 records to commit new records. Users can increase (or decrease) the number of records processed between commits to speed up the process.

Unless you are importing large amounts of records and have a powerful machine with lots of RAM, there is no need to modify the default value of 2,000 records.

**To optimize posting**

1. Exit 1042-S Pro.
2. In Windows Explorer go to C:\1099 Pro\Pr42ST13\Admin (C:\Windows if you chose to install in program files) and open **Pr42ST13.INI**.
3. In the [System] section modify the PostCommit\* entry accordingly (do not enter a comma in the numeric value):
  - 32 megs of RAM: Try the default and lower to 1000 if necessary
  - 64 megs of RAM: Use the default.
  - 96 megs of RAM: Use the default or try increasing to 4000
  - 128 megs of RAM: Try 10000
  - 256 megs of RAM: Try 20000
  - 512 megs of RAM: Try 50000
  - 512+ megs of RAM: Experiment! 1042-S Pro beta testers have successfully imported over 128,000 records in a single commit on a machine with 1 gigabyte of RAM.
4. Save your changes and exit Pr42ST13.INI.
5. Open 1042-S Pro and [Post](#) your import.

\* The PostCommit entry may need to be manually added to the [System] section. Your entry should look similar to this:

```
[System]
PostCommit=2000
```

## 21.7 Referential Integrity Delete Error

### Referential Integrity Delete Error

The "Referential Integrity Delete Error" prohibits the deletion of a Filer, Recipient, State ID or State Abbreviation from the 1042-S Pro database if used in any record. For Examples:

- "Jane Doe" can't be deleted at the Browse Recipients screen if a Form 1042-S exists for her. First delete the 1042-S record and then delete "Jane Doe" at the Browse Recipients screen.
- "Arizona or AZ" can't be deleted at the States/Provinces screen if a Form 1042-S uses "AZ" in the recipient address. First eliminate "AZ" in the 1042-S record and then delete "AZ" at the States/Provinces screen.

## 21.8 Repair Files

### Repair Files

The Repair option restores deleted files, registry settings and DLL's. It works only if you have access to the original installation .EXE from which the application was initially installed. For example, if you downloaded a setup program from the Internet to your desktop, then installed the program while it was located on your desktop, the setup program must still be located on your desktop when you attempt to use the repair option. If you installed the application from a CD, then you are prompted to insert the original installation CD after you click Next in the Select Uninstall method dialog box.

Did you install 1042-S Pro while simultaneously running a virus checker? If so, you may have a corrupt installation. Do not attempt to repair the files; instead [backup](#) your data files, perform a [custom uninstall](#) and then reinstall the software with the virus checker disabled.

#### To repair files

1. Close all applications including 1042-S Pro.
2. [Backup](#) your 1042-S Pro data files.
3. On your Windows desktop click the "Start" button.
4. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
5. Select "1042-S Pro" and click the "Add/Remove" button.
6. At the Select Uninstall Method screen choose "Repair" and then click the "Next" button.
7. Press "Finish" to start the repair.
8. **The repair prompts to replace .TPS (data) files.** Although replacing these files will not affect your data, it may impact your settings. Thus when prompted to Repair Newer File? we recommend selecting "No" or "No to All".

## 21.9 Technical Support

### Technical Support

1099 Pro includes [context-sensitive](#) help screens as the first means of supporting your use of this product. In addition, 1099 Pro, Inc. now offers several new technical support options including; [Online Help Tutorials](#) and an [Online Knowledge Base](#). These options are intended to provide customers with immediate solutions. If these sources do not contain the answers to your questions, contact technical support by phone or E-Mail. To help us better assist you, please provide the following information:

- Company name or Customer ID number
- Please be at the computer you are experiencing the problem with
- A list of what steps were taken prior to the problem

- Any error messages that you have encountered.

**Technical Support Options**

Help Tutorials and Knowledge Base

<http://www.1099 Pro.com>

Phone (888) 776-1099 (toll-free) or (818) 876-0200

E-mail [support@1099 Pro.com](mailto:support@1099 Pro.com)

**Service Bureau**

Phone - (866) 444-3559

E-Mail - [sb@1099 Pro.com](mailto:sb@1099 Pro.com)

**Normal Hours**

Monday - Friday, 7:00 am - 5:00 pm PST

Saturday - Closed

Sunday - Closed

**Tax Season Hours (January)**

Monday - Friday, 5:00 am - 6:00 pm PST

Saturday - 8:00 am - 12:00 pm PST

Sunday - 8:00 am - 12:00 pm PST

**Direct Links**

Tutorials: <http://www.1099pro.com/videos.asp>

Software download location: <http://host.1099 Pro.com>

**IRS Telephone Assistance: Information Reporting Customer Service Site**

If you have questions about reporting on Forms 1096, 1098, 1099, 5498, W-2, W-2G, and W-3, you may call a toll-free number, 1-866-455-7438. You may still use the original telephone number, 304-263-8700 (not toll free). For TTY/TDD equipment, call 304-267-3367 (not toll free). The call site can also be reached by E-Mail at [mccirp@irs.gov](mailto:mccirp@irs.gov). The hours of operation for the call site are Monday through Friday from 8:30a.m. to 4:30 p.m., Eastern time. For other tax information related to business returns or accounts, call 1-800-829-4933.

Complimentary technical support is limited to questions regarding 1099 Pro software. We are NOT authorized to provide accounting, tax or legal advice. Please direct such questions to your accountant or attorney. Calls may be limited during peak tax season.

## 21.10 Video Display Issues

### Video Display Issues

If the data on the form appears distorted or out of alignment please follow the directions below to correct your resolution and font settings.

**Windows 98/NT/2000**



Adjusting your resolution and DPI settings.

1. From your desktop click **Start**, then select **Settings**, then **Control Panel**. Double click the **Display** icon and click the **Settings** tab. Verify your screen area is set at 800x600 (or higher). Click **Apply** then **OK**.
2. From the settings tab click **Advanced**, and verify font size is set at **small fonts**. **You may need to restart for these settings to take effect.**

### Windows XP

Adjusting your resolution and DPI settings.

1. Right click on the desktop, select **Properties**, go to the **Settings** tab. Verify Screen resolution is 800x600 (or higher). Click **Apply** then **OK**.
2. From the **Settings** tab click **Advanced**, go to the **General** tab, and verify the DPI setting is 96 DPI. **You may need to restart for these settings to take effect.**

### Windows Vista

Adjusting your resolution and DPI settings.

1. Right click on the desktop, select **Personalize**, choose **Display Settings**. Verify Resolution is 800x600 (or higher). Click **Apply** then **OK**.
2. On the **Personalization** screen click **Adjust font size (DPI)**. Verify the DPI setting is 96 DPI. Click **Apply** then **OK**. **You may need to restart for these settings to take effect.**

### Windows 7

Adjusting your resolution and DPI settings.

1. Right click on the desktop, select **Personalize**, choose **Display** on the left hand side of the screen. Click **Adjust resolution**, verify your display resolution is at 800x600 (or higher). Click **Apply** then **OK**.
2. On the Display screen click **Set custom text size (DPI)**. Verify scale is set to 100% (96 pixels per inch). Click **OK**. **You may need to restart for these settings to take effect.**

## 22 Update/ Change Forms

### 22.1 Update Corrected Form 1042-S

#### Update Corrected Form 1042-S

##### Quick tips:

- **All changed values turn blue.**
- **Status Window:** Displays the type of correction and who must receive a copy of it.
  - All corrections automatically generate a CORRECTED and VOID form.
- **View Original Form:** Displays original form; useful for comparing values.
- **Recipient TIN (box 14):** Use the <F2> key or right-click your mouse to access the Select a Recipient database.
- **Boxes 1, 6, 12, 16, 17-20 & 23-24:** Use the <F2> key or right-click your mouse to access field specific databases.
- **Foreign Recipients:** Use the Rcp Address Type drop menu to expand the address field to allow for a Canadian or foreign recipient.
  - [Canadian Postal Code](#) Requirements
- **Void Checkbox:** 1042-S Pro automatically creates a VOID record when you generate a correction. To only void a record, and not generate a correction, see [Void Records](#).
- **Pro-Rata Basis Reporting Checkbox:** Withholding agents must mark this checkbox to notify the IRS that an NQI (non qualified intermediary) that used the alternative procedures of Regulations section 1.1441-1 (e)(3)(iv)(D) failed to properly comply with those procedures. See page 8 of the 1042-S instructions for further information.

- **Navigation:** Use TAB to move from box to box. Use TAB + SHIFT to move backwards from box to box. Use ENTER to instantly save and close the record.

View [1042-S IRS Instructions](#)

## 22.2 Update Form 1042-S

### Update Form 1042-S

#### 1042-S Foreign Person's U.S. Source Income Subject to Withholding

##### Quick tips:

- **Recipient TIN (box 14):** Use the <F2> key or right-click your mouse to access the Select a Recipient database.
- **Boxes 1, 6, 12, 16, 17-20 & 23-24:** Use the <F2> key or right-click your mouse to access field specific databases.
- **Foreign Recipients:** Use the Rcp Address Type drop menu to expand the address field to allow for a Canadian or foreign recipient. (FYI - [Canadian Postal Code Requirements](#).)
- **Pro-Rata Basis Reporting Checkbox:** Withholding agents must mark this checkbox to notify the IRS that an NQI (non qualified intermediary) that used the alternative procedures of Regulations section 1.1441-1(e)(3)(iv)(D) failed to properly comply with those procedures. See page 8 of the 1042-S instructions for further information.
- **Contact Person:** Use the Dept. field to select the contact person associated with this record. The phone number associated with this person appears in the filer information for all recipient copies.
- **History:** Available only for records with a pending print status; tracks all manual changes made directly to the record.
- **Navigation:** Use TAB to move from box to box. Use TAB + SHIFT to move backwards from box to box. Use ENTER to instantly save and close the record.

View [1042-S IRS Instructions](#)

## 22.3 Update Notes

### Update Notes

Each note can contain up to 512 characters. If you need more than that, you will need to either condense the text or create another note (you can create as many notes as you want to.)

Every time a note is created or updated, the note will show the date and time of the action and either the User ID of the person who made the change (if you have Security turned on) or the network name/ID of the machine where the change was made.

## 22.4 Update Recipients

### Recipient Record Details

#### General Tab

##### SSN/EIN

The placement of the dash in the [TIN](#) field is critical! The entry of an SSN or EIN determines the formatting of the Name and Company fields.

##### First Name (SSN)

Enter the recipient's First Name.

##### Last Name (SSN)

Enter the recipient's Last Name.

##### Company (EIN)

Enter the recipient's Company.

##### Name Line 2

Enter a second name or DBA, as appropriate.

**Address Type**

Defaults to USA. Selecting Canada or Other formats the address fields.

**Address**

Enter the recipient's Address. By entering the city only, the Zip Code Finder will pop up to help you select a recommended zip code. Alternatively, if you enter a zip code only, a pop-up will help you select a recommended city.

**E-mail**

This field is optional.

## 23 The User Interface

### 23.1 1042-S Pro Central

#### 1042-S Pro Central

**The 1042-S Pro Central Screen provides rapid access to important information.!**

- **Overview:** General layout of the tax form filing process from start to finish!
- **To-Do:** Keeps track of important dates/form status. Also allows you to leave notes for yourself!
- **Help/Videos\*:** Provides links to tech support resources, contact info for support, and Online Tutorials.
- **Compliance:** Information on Tax Form compliance such as additional services, tools, and consultation. support, and Online Tutorials.
- **Services:** 1099 Pro offers many additional services such as our [Service Bureau](#).

### 23.2 Toolbars

#### Toolbars

1042-S Pro has been updated with task based tool bars!

Please click on the links below for detail on the options contained under each toolbar.

[Preparing My Tax Forms](#)

[Printing & Mailing](#)

[Filing My Forms](#)

[Help & Extras](#)

#### 23.2.1 Preparing My Forms

##### Preparing My Forms Task Panel

From the Preparing My Forms [task panel](#) you can:

**Work With My Tax Forms** - View records, Add or change a record, Delete a record, Run a Control Totals report

**Import New Tax Forms (Previously General Options>Import Forms)** - Data View import sessions, Void import sessions, Import comma delimited files or tab delimited files.

**Form Totals Reports** - Customize a Control Totals report

## 23.2.2 Printing & Mailing

### Printing & Mailing Task Panel

From the Printing & Mailing [task panel](#) section you can:

**Printing/Mail (Previously Printing & Mailing>Print Tax Forms)** - Print via the Print Wizard

**Via the Service Bureau** - Takes you to the Printing, Mailing Filing screen, and Bulk TIN Matching screen where you can begin a new Service Bureau session for **Printing & Mailing or E-Delivery**.

**Export Forms for Print/Mail** - Export Forms to an ASCII text file for import into other programs.

## 23.2.3 Filing My Forms

### Filing & Corrections

From the Filing & Corrections [task panel](#) you can:

**File Paper via 1042-T** - Initiate a Form 1042-T print session  
Reset the print status of Form 1042-T  
Reprint Form 1042-T  
Run a 1042-T Filing Session report

**File via e-File or disk** - Generate Electronic Files

**Correcting Filed Forms** - Begin processing corrections for forms that you have already filed.

## 23.2.4 Help & Extras

### Help & Extras Task Panel

From the Help & extras Options [task panel](#) section visible when you first launch the software you can access:

**Help and Tutorials** - Takes you to [1042-S Pro Central Help/Videos Screen](#)

**Correcting Filed Forms** - Create Corrections, Reprint Corrected or Original Forms

**About the Service Bureau** - Offers more help regarding the 1099 Pro, Inc. Service Bureau

**Recipients List**- View all recipients, Add or change recipients, Delete recipients, Run a recipient report

## 23.2.5 Select Filer

### Select Filer

Use the Select Filer screen to select a [filer](#).

**To select a filer**

1. On the [task panel](#) click the "Select Another Filer" button.
2. At the Browse the Filers File screen highlight the filer to use and click "Select".
  - The selected filer displays on the task panel above the Select Filer button.

[How to Add a Filer](#)

## 24 Additional Services

### 24.1 TINCheck

## TINCheck: TIN/Name Verification

The IRS penalty for TIN/Name mismatches is now \$100 per mismatch. The TINCheck service is an essential tool in identifying mismatch errors through an interactive and user friendly website prior to filing information returns. Simply log in with a username and password, and instantly gain access to multiple verification sources in one place. Users also have the option of integrating the API/web service into an existing accounts payable system, allowing your company to seamlessly verify information while entering new vendor information into your database.

TINCheck offers TINCheck Bulk Processing for users that don't need real-time results and have bulk files that require validation. TINCheck Bulk allows users to upload their bulk files through the TINCheck website and for results within 48 hours from your request.

#### **THE SSA DEATH MASTER FILE VALIDATION**

The Social Security Administration's Death Master File (DMF) is a database of death notices for individuals. TINCheck verifies names against the DMF, which helps companies identify and prevent identity fraud.

#### **THE US TREASURY OFAC/SDN LIST VALIDATION**

Alerts payers of a name or company that might be listed as a terrorist or narcotics trafficker on the Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN) lists.

#### **DENIED PERSONS LIST (DPL) VALIDATION**

The DPL is a list of individuals and entities that have been denied export privileges. Any dealings with a party on this list is strictly prohibited.

#### **BANNED PATRON LIST FOR CASINOS VALIDATION**

Casinos typically utilize TINCheck to check the exclusion lists for NV, MS, IL, MO & NJ for banned patrons.

#### **TIN & NAME MATCHING**

This verification process ensures that payers file accurate payee TIN and Name combinations, which helps to reduce or eliminate yearly IRS TIN/Name discrepancy penalties.

**TINCHECK BULK MATCHING**

TINCheck now offers the most thorough Tax Identification Number verification system available. Upload a single .txt file containing all of your recipient information, and the TINCheck Bulk service will perform multiple verifications at a fraction of the cost! Users have the added option of PGP encrypting their uploads. Results are typically returned in 24 hours.

**EXCLUDED PARTIES LIST (EPLS) VALIDATION**

The EPLS includes entities that have been declared ineligible for Federal contracts, assistance, and benefits.

**USPS ADDRESS VALIDATION**

Automatically validate an address (if provided) using the USPS Address Validation database.

For more information on 1099 Pro products and services, contact us!

**1099 Sales and Technical Support**

(888) 776-1099

sales@1099pro.com

## 24.2 Managed Services

### Managed Services

The 1099 Pro Managed Services team, IRSCompliance, can maintain your payee and payment database in our secure SSAE 16 SOC I Type II environment, or on your secure servers. Managed Services can support current and prior years of tax data for forms 1098, 1099, 5498, W-2G, W-2, 1042-S, 3921, 3922, as well as Puerto Rico payment information. This service includes regulatory support, compliance training, and year-end recipient statements. Users can access the 1099 Pro Corporate Suite software to securely view and print their payee and payment information and perform data queries, either online or through a secure network.

With more than 25 years of experience, IRSCompliance members have real world experience in a variety of industries, and as a result, are experts in federal law, state tax, local tax, and payment types that are subject to reporting. IRSCompliance's expertise and efficiency will improve your compliance and minimize financial risk to your company.

**CUSTOM AND SCALABLE FEATURES**

Federal & state filing for originals and corrections

Quarterly wage reporting

Independent Contractor Reporting

TIN Compliance Management: B-Notices, TIN matching, W-8 and W-9 processing

Balancing and reconciliation

Transaction detail history and audit trails

Penalty abatement

Form 1099-K processing and reporting

### OPTIONAL SERVICES

Withholding & deposit services  
Policy and procedure development  
Regulatory publications, webinars, and events  
Standard and custom printing services  
Consulting, risk assessment services, and curing  
Penalty appeals  
Electronic filing services  
Electronic payee statement presentment  
Electronic solicitation and validation of W-8s & W-9s

#### **1099 Sales and Technical Support**

(888) 776-1099  
sales@1099pro.com

## 24.3 StateComply

### StateComply: Compliance at your Fingertips!

The State of California Franchise Tax Board is starting to crack down; businesses are now required to withhold 7% and report quarterly when making payments of more than \$1,500 of California Source Income to any entity that is a non-resident of California and does not have a permanent place of business in California.

For example, if a California casino pays out over \$1,500 in winnings to a non-resident of California, 7% of the earnings must be withheld and reported for that quarter. This type of withholding and reporting is required for all payments made to non-residents in all industries. This includes payments made to non-resident entertainers, athletes, agents, service providers, vendors, and non-resident property owners. StateComply.com is the easiest way to prepare your CA 592 data for filing!

StateComply offers a secure web portal and is designed to function just like the market-leading software from 1099 Pro, Inc. StateComply allows you to easily import, edit, and organize your data, and then generate a file formatted to send to the State of California Franchise Tax Board.

#### **IMPORT, MANAGE, FILE**

Map and edit your data file, or use our template to import your data, and when you're ready, generate a file formatted for filing to the State of California Franchise Tax Board.

#### **SPEED & SECURITY**

StateComply is hosted at 1099 Pro's secure facility which passed a SSAE 16 SOC I Type II audit - the highest level of security certification, ensuring that your data is safe.

#### **COMPETITIVE PRICING**

Try it for free for the first 2 quarters of 2013! Pricing is \$250 for up to 250 records, and 10 cents thereafter for each additional record. StateComply is free for 1099 Pro Corporate Suite users!

#### **DUE DILIGENCE**

With prior year reporting and custom reports at your disposal, you can be sure that your information will be up-to-date and accurate in case of an audit or acquisition!

#### **QUARTERLY FILING & YEAR END STATEMENTS**

StateComply keeps you informed about filing and statement deadlines. Whether you file on a quarterly or year end basis, StateComply can generate a report specified to your needs.

#### **COMPLIMENTARY SUPPORT**

Free customer support is available via phone, email, and online chat 5 days a week. If you ever run into an issue, a member of our support team will help you until the issue is resolved!

For more information on 1099 Pro products and services, contact us!

#### **1099 Sales and Technical Support**

(888) 776-1099

sales@1099pro.com

## **25 Glossary**

### **Glossary**

-1-

#### **1042-T**

Use this form to transmit paper **Forms 1042-S**, Foreign Person's U.S. Source Income Subject to Withholding, to the Internal Revenue Service. Use a separate Form 1042-T to transmit each type of Form 1042-S.

- 2 -

#### **250 Rule**

The Rule-of-250 states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to \$50 per form.

- 4 -

#### **4419**

To obtain a TCC number, file Form 4419 to request authorization to file forms magnetically or electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen.

- 6 -

#### **6274A**



California filers submitting electronic files may submit Form 6274A to request up to a 90 day extension to file. Form 6247A is available for download at the Print Blank Forms screen.

**6847**

Participants in the Combined Federal/State Filing Program must send Form 6847 to the IRS after filing electronically with the IRS. Prior IRS approval is required to participate in this program. Print this form at the Printing Blank Forms screen.

**- A -****Access Groups**

Access Groups are preset permissions that allow you to delegate rights to individuals using the software. Built-in Access Groups cannot be modified or deleted. The Administrator however can deny an individual user access to tasks within a group. Built-in groups include: Administrator/ALL Rights, Built-in Access Groups cannot be modified or deleted. The Administrator however can deny an individual user access to tasks within a group. Built-in groups include: Administrator/ALL Rights, All Tasks Except Security, Export Tax Form Data, File Tax Forms with IRS, Import Tax Form Data, Service Bureau Upload, Tax Forms (Edit/Pending), Tax Forms (Full Rights) Tax Forms (View Only), and W-9 Tracking.

**Activation Code**

A registration code (aka activation code or product ID) is provided upon proof of payment. The algorithm of your registration code indicates the edition, user license and number of record transactions purchased.

**Audit Trails**

Audit Trails track the history of all manual and cascading changes to a tax form including old and new values, date changed and the user responsible for changes. This information is invaluable should you need to document changes or determine the user responsible for changes.

**- B -****Backup Data**

The 1042-S Pro Backup Wizard automatically copies all data files and compresses them into a WinZip format. By default, 1042-S Pro prompts for a daily backup.

**Blank Paper**

Print Copy B &/or C directly onto blank copier paper. Good in case of an emergency when Blank Laser Perforated paper is unavailable (might require special folding and/or cutting to fit in standard IRS approved envelopes). 1099 Pro, Inc. offers custom designed IRS regulation envelopes to fit copier paper.

**Business Rules**

Business Rules are formulated in conjunction with the compliance experts from IRS Compliance to check that data being processed in 1099 Pro's software does not contain common formatting errors, form specific errors, is valid for State and Federal filing, and can be used to separate records with different levels of issues for processing.

**- C -**

### C Record

The "C" Record is a fixed record length of 780 positions and all positions listed are required. The "C" Record is a summary of the number of "Q" records for each Withholding agent, Gross Amount paid, and Total U.S. Tax Withheld.

### Control Totals

The Control Totals report is an invaluable tool for reviewing [recipient](#) records. Information contained in this report includes:

- Form type
- Filer's Name and TIN
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Box by box totals
- Number of missing TINs and more....

### Corrections

[See the topic "About Corrections"](#)

- E -

### EIN (Employer Identification Number)

An Employer Identification Number (EIN) is also known as a federal tax identification number, and is used to identify a business entity. Generally, businesses need an EIN.

### Electronic File Wizard

The 1042-S Pro Electronic File Wizard simplifies the process of generating electronic files.

### Electronic Filing

Electronic filing is considered the "best practice" when it comes to submitting Form W-2 data to SSA. It's ideal for any submitter (employers, certified public accountants, payroll service providers, etc.).

- It saves time and **reduces filing burden**
- It offers a **later filing deadline**
- It provides an **electronic receipt for proof of filing**
- It is completely **paperless** process

### Excel Spreadsheet Files

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1042-S Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

### Export Database

The 1042-S Pro Export Wizard simplifies the process of creating export files. Export files are written in ASCII format, delimited with a TAB character, and may be easily opened in Microsoft Excel, Access or Notepad.

- F -

**F Record**

The "F" Record contains a summary of the number of withholding agents and media count in the entire file.

**Form Status**

Users must select an import status for their data in the first step of the import routine, Import Data. Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

**Forms**

Fill-in forms allow you to enter information while the form is displayed 1042-S Pro in the Enter, Update & view Screen. You can then print the completed form for your records and for filing with the IRS.

**Forms Status Values**

[See Forms Status Values](#)

**- G -****Group Actions**

Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken.

**- H -****History**

1042-S Pro lets you view a list of prior changes to a form. Records with a pending status display the Changing a Record screen. In the upper right corner of the form is an audit trails button. Click the audit trails button. This screen tracks all manual changes made directly to a record.

**- I -****Import**

Many database and spreadsheet applications such as Microsoft Excel, Access and Lotus 1-2-3 provide for the exporting of data to an [ASCII](#) file. These files can be imported into 1042-S Pro, thus relieving the burden of manually entering the information onto the tax form. If your data has already been entered once, why type it again?

**INI Files**

The "Pr42ST13.INI" file contains information specific to your installation and is located at c:\windows. The INI file may or may not be deleted during a custom uninstall. This file can be manually deleted if you want to totally remove 1042-S Pro from your system or if you want to perform a clean reinstallation. This file can remain if you want to reinstall the software but retain your settings.

**Install**

To download software from a disk, cd or other form of media on to a computer. Also available via links at [dl.1099pro.com](http://dl.1099pro.com).

**- K -**

**Keyboard Shortcuts**

Keyboard shortcuts allow you to quickly enter or carry out functions by applying a combination of ALT [SHIFT] or Ctrl + key Commands on your keyboard.

- L -

**Laser Forms**

When using **preprinted laser** forms you must select the copies to print. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer. For use with Copy A, B, C &/or 1096. Forms are perforated, with each required copy preprinted with the necessary information (Copy A in red drop-out ink, Copy B in black, etc.). Saves toner and time!

- M -

- P -

**Passwords**

The Logon screen requires you to enter a new password. Passwords must be 3-8 characters, should not be case sensitive, and you cannot use the word "new."

**Pending**

These form were input or imported. Forms with a [Status of Pending](#) may be changed or deleted

**Preferences**

At the menu bar click "File" and "Program Preferences", or on the task panel select the General Options tab and the Preferences icon. Preferences allow you to make changes to general settings which affect how the software functions globally.

- Q -

**Q Record**

The Recipient Record "Q" contains name and address information for the Recipient of Income, Non-Qualified Intermediary or Flowthrough if appropriate, Payer, and all data concerning the income paid and tax withheld that is required to be reported under U.S. law.

**Queries**

The Query Wizard allows custom access to your data via an intuitive wizard driven interface. *All* users can quickly create and save customized queries and then re-use those queries.

- R -

**Reports**

Reports are very useful for tracking the status of your forms and determining if records contain any errors or warnings. 1042-S Pro offers 3 main reports to choose from: Form Control Total, Forms issued by Filer, and Form Counts.

**Restore**

The 1042-S Pro Backup Wizard automatically copies all data files and compresses them into a WinZip format. You can use the program WinZip to restore your data to a location on your hard drive.

### Roll Forward

During installation the wizard automatically looks for 2012 data files. If files are located the wizard prompts to "Copy 2012 Employer Info to 1042-S Pro 2013" and to "Copy 2012 Employee to 1042-S Pro 2013". This is the only opportunity to roll forward 2012 data into 1042-S Pro 2013.

### Rule-of-250

The Rule-of-250 states that any filer submitting 250 or more forms of any one type must submit those forms electronically.

## - S -

### Search

Access any recipient or filer via the Search Name field.

### Security

1042-S Pro offers two levels of security; on and off.

- If security is enabled, access to 1042-S Pro is limited to users with valid User ID/Password combinations. These users are restricted to specific tasks assigned by the Administrator. This performs a twofold method of protecting sensitive company data.
- If security is disabled your data is available to anyone with access to your computer. This means that ANYONE, regardless of user or access group rights, can access your data. It also means that anyone can enable security and potentially deny you access to 1042-S Pro. **Use caution when disabling security!**

### Service Bureau

#### (SSAE 16 SOC I TYPE II)

1099 Pro has a proven track record at printing, mailing and electronic filing. Our 1099 Service Bureau will relieve you of the burden of ordering supplies, arranging for printing, stuffing and mailing of your tax forms. Input your data into our software, when you are ready to file, you transmit an encrypted file via the Internet to a secured site where we:

- Print and mail all recipient copies
- File required Federal copies
- File State copies (if necessary)
- Print, Mail & File Corrections

### SSN (Social Security Number)

The nine-digit Social Security number is divided into three parts:

- The first three digits are the area number. If your Social Security number was assigned before 1972 when Social Security cards were issued by local offices, the area number reflects the State where you applied for your number. If your number was assigned in 1972 or later when we began issuing Social Security cards centrally, the area number reflects the State as determined by the ZIP code in the mailing address on your application for the number.
- The middle two digits are the group number. They have no special geographic or data significance but merely serve to break the number into conveniently sized blocks for orderly issuance.
- The last four digits are serial numbers. They represent a straight numerical sequence of digits from 0001-9999 within the group

### Spreadsheets

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1042-S Pro installation and are very helpful.

These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

**Status**

Users must select an import status for their data in the first step of the import routine, Import Data. Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

- T -

**T Record**

The "T" Record or Transmitter Record refers to the person or organization submitting file(s) electronically or magnetically. The transmitter may be the payer, agent of the payer, or the withholding agent.

**Tag**

The act of selecting or placing a check mark to select a filer or recipient.

**Technical Support**

See [Technical Support](#)

**TIN** - Taxpayer Identification Number

- U -

**Un-Installing**

The Select Uninstall Method screen offers two options for removing 1042-S Pro from your hard drive:

- "Custom" allows the user to select files individually (recommended).

Start->Programs menu, you can now quickly check for updates from within 1042-S Pro, or even have the program automatically check for you. If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update.

## 25.1 Acrobat\_Reader

### Acrobat Reader

Use Acrobat Reader to open/view a PDF file. [Download Adobe Acrobat Reader for free!](#) .

## 25.2 Alignment

### Alignment

Alignment adjustments are measured in hundredths of an inch from the default margin. For example, "0.25" would shift the top margin down 1/4-inch and "-0.25" would shift the top margin up 1/4-inch.

## 25.3 Alternative import layout

### Alternative Import Layout

The **standard import layout** (as used in the sample import files) provides distinct City, State and Zip fields. The **alternative import layout** makes use of a single Combined City/ST/Zip field. Use one or the other layout in your import file.

See Sample Import Files

## 25.4 ASCII

### ASCII

A simple text file where fields are separated (delimited) with certain characters (e.g., a tab, space, or pipe). 1042-S Pro's import capability includes most any ASCII file. These files can be exported out of most database & spreadsheet applications as an ASCII file, comma separated value (CSV) or tab delimited. Need help? Contact Technical Support.

## 25.5 Browse\_Forms

### Browse Forms - Work With My Tax Forms

The "**Work with My Tax Forms**" screen is accessible via the Printing & Mailing task panel and Work With My Tax Forms icon. Use the Selected Form drop menu to select the 1042-S form type.

## 25.6 Business Rules

### Business Rules

Business Rules are formulated in conjunction with the compliance experts from IRS Compliance to check that data being processed in 1099 Pro's software does not contain common formatting errors, form specific errors, is valid for State and Federal filing, and can be used to separate records with different levels of issues for processing.

## 25.7 Canadian Postal Code Rules

### Canadian Postal Code Rules

- Must be 7 characters
- Character 4 must be a blank
- Format is letter-number-letter, a space, then number-letter-number
- For the first letter (position 1), only these letters are acceptable: ABCEGHJKLMNPRSTVXY
- For the letters in positions 3 and 6, these letters are acceptable (adds W and Z): ABCEGHJKLMNPRSTVWXYZ
- Valid example is C3H 4W9

## 25.8 Capitalization

### Capitalization

1042-S Pro capitalizes the first letter of names, addresses and non-ID boxes during manual data entry. This is a default [Preference](#) setting that may be cancelled.

Please note:

- Account number fields have no special formatting.
- State abbreviations are forced uppercase.

## 25.9 Cascading\_updates

### Cascading Updates

**Cascading Updates** are changes made to a recipient's name or address while the user is at the "[Browse Recipients](#)" screen; changes made here, are applied to all related recipient forms.

## 25.10 DragDrop

### Drag & Drop

#### Drag & Drop Import Method



Use if your import file contains your own unique headers or no headers at all. Click on a field from the Available Input Fields and drag it across to the matching field in the Input Field list. Repeat this procedure until all of the necessary fields have been assigned. If the wrong field is accidentally assigned, double left click the mouse on the incorrect field on the Input Field and the information is removed. Then drag the correct field from the Available Input Field to the Input Field.

For more information see the [Import Wizard](#) and [Alias Mapping](#) topics.

## 25.11 End of Transmission

### End of Transmission

The "**F**" **Record** contains a summary of the number of withholding agents and media count in the entire file.

## 25.12 F1 pop

### F1 pop

Use the <F1> key at any screen to access context-sensitive help screens. The <F1> key is located on the upper left corner of your keyboard.

## 25.13 Filer Defined

### Filer Defined

The terms **Filer** or **Withholding Agent** are used by the IRS for the person or organization filing the 1042-T transmittal. The terms filer, withholding agent and payer are sometimes used interchangeably.

## 25.14 Hotspot

### Hotspot

**Hotspot** (or popup) items are indicated by a dotted line underneath a word or phrase. Click the hotspot to view a popup information box.

**Jump** items are indicated by a solid line underneath a word or phrase. Click the jump item to link to a related help topic.

## 25.15 Knowledge Base

### Knowledge Base

#### Online Knowledge Base

Provides a searchable database of over 200 solutions for all 1099 Pro, Inc. software products. Access the Knowledge Base at [www.1099pro.com](http://www.1099pro.com).

## 25.16 Loading a New File

### Loading a new File

In General, when you open the electronic file Viewer and load a new file. The file is copied to a temporary location on the local drive and is used as your temporary "working file, leaving your original electronic file untouched.

## 25.17 LocationCode

### Location Code

Use to set up multiple filers w ith the same TIN; allow s different return addresses for different forms.

## 25.18 Map By Name

### Map By Name

#### Map By Name Import Method

Use if your import file incorporates header records from one of our sample import files. Simply click the "Map By Name" button and the fields automatically assign themselves.

For more information see the Import Wizard and Alias Mapping topics.

## 25.19 Master Audit Trail Browser

### Master Audit Trail Browser

The **Master Audit Trail Browser** is available only to Administrators or Users w ith administrative access rights. The Master Audit Trail Brow ser offers greater functionality than the Record History screen including the ability to view all records and make changes directly to records.

See Audit Trails topics

## 25.20 Menubar

### Menu Bar

The **menu bar** is a traditional navigational tool located at the top of the 1042-S Pro screen. For example, use ALT + R to access "Reports".

## 25.21 NQI Update

### NQI Update

#### NQI Intermediary TIN

The placement of the dash in the [TIN](#) field is critical!

#### Name 1 & 2

Enter the name of the NQI filer or flow-through intermediary.

**Name Line 3**

This information will appear on an electronic file only.

**Address Type**

Defaults to USA. Selecting Canada or Other reformats the address fields.

**Address**

Enter the filer's Address.

Review [Field Sizes](#) for important information on field size limitations.

## 25.22 OnlineHelpTutorials

### Online Help Tutorials

Tutorials walk you through various tasks including importing, exporting, printing, electronic filing, queries, etc. Tutorials simplify the 1042-S Pro learning curve - try one at [www.1099pro.com/videos.asp](http://www.1099pro.com/videos.asp)

## 25.23 PCL Printing

### PCL Printing

Please contact [Technical Support](#) for more information about this feature.

High-speed PCL printing is designed for printing thousands of forms.

## 25.24 Pending

### Pending

All records are assigned a print status that determines their position in the filing cycle. A **pending** record is available for printing and/or changes. The terms "pending" and "not printed" are sometimes used interchangeably.

See [Print Status](#) topic.

## 25.25 Print sessions

### Print Session

A **print session** is any batch of records with a Printed or Filed 1042-T print status.

## 25.26 Printed

### Printed

All records are assigned a print status that determines their position in the filing cycle. A **printed** record is available for inclusion in a 1042-T transmittal. To edit a *printed* record you must first reset its print status to pending.

See Print Status topic.

## 25.27 ProRata

### Pro-Rata

#### Pro-Rata Basis Reporting Checkbox

Withholding agents must mark this checkbox on Form 1042-S to notify the IRS that an NQI (non-qualified intermediary) that used the alternative procedures of Regulations section 1.1441-1(e)(3)(iv)(D) failed to properly comply with those procedures. See page 8 of the 1042-S instructions for further information on pro-rata reporting.

## 25.28 Protected Forms

### Protected Forms

Records with a Printed, Filed, Upload and Void print status are "protected" from changes or edits. Use the Protected Form Update Options screen to access these records.

Available update options vary according to the record's print status:

Print Status	Available Options
Printed	View the form, reset the form to pending print status, or reprint the form.
Filed 1042-T	View the form, reprint the form or create corrections.
Filed Mag	View the form, reprint the form or create corrections.
SB Upload	View the form, reprint the form or create corrections.
Void	View the original or corrected form, reprint the original or corrected form. Voided records with a printed status (Print/Void) may be reset to pending print status.
Corrected	View the original or corrected form, reprint the original or corrected form. Corrected records with a printed status (Corr/Printed) may be reset to pending print status.

#### To access the Protected Form Update Options screen

- At the "[Work with My Tax Forms](#)" screen highlight any record with a Printed, Filed, Upload or Void print status. Click the "Change" button.

#### To create corrections

- Refer to [Create Corrections - A Tutorial](#)

#### To void a filed form

- See [Void Records](#)

## 25.29 Recipient

### Recipient

A **recipient** is an individual or business that receives a 1042-S.

## 25.30 Recipient Record

### The Recipient

The **Recipient Record "Q"** contains name and address information for the Recipient of Income, Non-Qualified Intermediary or Flow through if appropriate, Payer, and all data concerning the income paid and tax withheld that is required to be reported under U.S. law .

## 25.31 Reconciliation Record

### Reconciliation Record

The **"C" Record** is a fixed record length of 780 positions and all positions listed are required. The "C" Record is a summary of the number of "Q" records for each Withholding agent, Gross Amount paid, and Total U.S. Tax Withheld.

## 25.32 Registration\_code

### Registration Code

A **registration code** (activation code) is provided upon proof of payment. Registration codes are 14 alpha/numeric characters (e.g., K91234567XXXSE). Your registration code indicates the edition, user license and number of transactions purchased.

See [Registration](#) topic

## 25.33 Rule-of-250

### Rule-of-250

The Rule-of-250 states that any filer submitting 250 or more forms of any one type must submit those forms on electronically. Failure to do so may result in fines of up to \$50 per form.

### Form 1042-S

From the IRS General *Instructions for Form 1042-S*.

#### Electronic Reporting

If you file 250 or more Forms 1042-S, you are required to submit them electronically.

Electronic submissions are filed using the Filing Information Returns Electronically (FIRE) System. The FIRE System operates 24 hours a day, 7 days a week, at <http://fire.irs.gov>. For more information, see Pub. 1187.

The electronic filing requirement applies separately to original and amended returns. Any person, including a corporation, partnership, individual, estate, and trust, that is required to file 250 or more Forms 1042-S must file such returns electronically. The filing requirement applies individually to each reporting entity as defined by its separate taxpayer identification number (TIN). This requirement applies separately to original and amended returns. For example, if you have 300 original Forms 1042-S, they must be filed electronically. However, if 200 of those forms contained erroneous information, the amended returns may be filed on paper forms because the number of amended Forms 1042-S is less than the 250-or-more filing requirement.

If you file electronically, do not file the same returns on paper.

Duplicate filing may cause penalty notices to be generated.

**Note:** Even though as many as 249 Forms 1042-S may be submitted on paper to the IRS, the IRS encourages filers to transmit forms electronically.

## 25.34 Screen Resolution

### Screen Resolution

Screen resolution should ideally be set at 800x600 with small fonts.

## 25.35 SAS 70 Type II

### SSAE 16 SOC I TYPE II

#### Definitions

- SSAE 16 - Statement on Standards for Attestation Engagements No. 16.
- SOC I - Service Organization Control Report No. 1
- Type I - Audit of a system on a specified date
- Type II - Audit of a system throughout a specified time period

#### Overview

The SSAE 16 is an attestation standard put forth by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA).

SSAE 16 SOC I Type II is a high-level security certification requiring a stringent audit process. 1099 Pro's hosting and data facilities have passed this difficult audit without exception, ensuring that your data is secure when using any of our software or services. The SSAE 16 effectively replaces the SAS 70 for reporting periods ending on or after June 15, 2011.

This standard applies to engagements undertaken by a Service Auditor for reporting on controls at organizations like 1099 Pro which provide services to their customers. The controls in place at service organizations are likely to be relevant to a customer's internal control over financial reporting (ICFR).

#### Details

The SSAE 16 requires certain enhancements from the SAS 70 report - such as the service organization provide a description of its system. The description should include the services provided, control objectives, supporting processes, policies, procedures, personnel and operational activities that constitute the organization's core activities relevant to its customers.

Additionally, the SSAE 16 requires a Written Assertion by management be provided to the Service Auditor. In this document, management must assert that the system description and control objectives included therein are a fair presentation for the time period specified in the SOC 1 report.

SOC 1 reports are performed and issued under the Statement on Standards for Attestation Engagements No. 16 (SSAE 16) as explained above. The controls addressed in a SOC 1 report are those that a service organization like 1099 Pro implements to prevent, detect and correct errors or omissions in the information it provides to customers.

Type II indicates that the service organization's system was suitably designed to achieve stated control

objectives and to operate effectively throughout a specified time period. Type I refers to a system designed for implementation on a specific date, rather than throughout a specified time period.

For further information, or report details, please contact the 1099 Pro Service Bureau.

**The Service Bureau**

Phone: 866-444-3559

Email: [sb@1099pro.com](mailto:sb@1099pro.com)

## 25.36 SSN

### Social Security Number

**Social security numbers** (SSNs) should be formatted as ###-##-####. Dashes are required to differentiate EINs from SSNs (there are 100,000 numbers that are identical except for the placement of the dash!)

## 25.37 State ID Number

### State ID Number

State ID numbers are assigned by the individual state. For example, in California the Employment Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your company's state ID number. **Many companies do NOT have one.**

**To add/change/delete a State ID Code**

- Refer to [Filer Master List](#) screen, or
- New! Add a State ID directly at the Select State ID database while adding or changing a record.

**To access the Select State ID database**

1. When adding or changing a record place your cursor in boxes 23 or 24.
2. Hit the <F2> key or right-click your mouse to access the Select State ID database.

## 25.38 Tag

### Tag

Individually **tag** (select) a record, print session or filer. A tagged item is marked by a red checkmark.

## 25.39 Task panel

### Task Panel

The **task panel**, located on the left side of the program, provides quick access to common tasks.

## 25.40 TCC

### TCC

Transmitter Control Code. Assigned to a filer when they have filled out Form 4419 at least 30 days prior to the filing deadline for the electronic file.

A valid TCC begins with "22" and is a total of five characters.

## 25.41 Technical\_Support

### Technical Support

Contact Technical Support at (888) 776-1099 or email [ts@1099pro.com](mailto:ts@1099pro.com).

## 25.42 TIN

### TIN

Taxpayer identification number. An EIN (Employer Identification Number) has 9 digits divided by 1 hyphen, i.e. 22-7777777. An SSN (Social Security Number) has 9 digits divided by 2 hyphens, i.e. 333-22-4444. **The placement of the dash is critical!**

## 25.43 Toolbar

### Toolbar

The **toolbar** provides quick access to common tasks. The toolbar is on the left side of the 1042-S Pro screen and is composed of the General Options, Printing & Mailing, Filing & Corrections and The Service Bureau task panel as well as the Select Filer button.

## 25.44 Transmitter Information

### Transmitter Information

A Transmitter Control Code number or (TCC) is required when filing magnetically or electronically. A TCC is composed of five alpha-numeric characters and begins with "22". If filing electronically via the Service Bureau, a TCC is not required and this information need not be completed.

### Request a TCC

To obtain a TCC file Form [4419](#) to request authorization to file forms magnetically or electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the [Print Blank Forms](#) screen. For more information on TCC's, contact the IRS-MCC at (304) 263-8700.

A single TCC may be used to file on behalf of multiple filers.

### To create a transmitter

1. At the [menu bar](#) click "**File**" and "Transmitter Information".
2. At the Update E-File Transmitter Information screen:
  - Enter the IRS assigned TCC (a valid TCC begins with "22" and is a total of five characters).
  - Enter the IRS assigned TIN (dashes **MUST** be inserted!).



- Enter the name of the company (or individual) owning the TCC.
  - Enter a contact name and phone number.
  - Enter the TCC owner's address.
3. Click "OK" to save changes or "Cancel" to abort.

If after creating electronic files you discover that your TCC was entered incorrectly, the E-File session must be voided. Changes made at the Update E-File Transmitter Information screen will NOT flow through to already created electronic files..

## 25.45 Transmitter Record

### Transmitter Record

The **"T" Record** or Transmitter Record refers to the person or organization submitting file(s) electronically or magnetically. The transmitter may be the payer, agent of the payer, or the withholding agent.

## 25.46 Welcome\_wizard

### Welcome Wizard

Upon first entering 1042-S Pro, the Welcome Wizard walks you through creating your first filer and activating optional security features.

## 25.47 Withholding Record

### Withholding Record

The **"W" Record** identifies the Withholding Agent

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