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Governor

OBM

Timothy S. Keen
Director

To: Chief Financial Officers

From: Lisa Scharlott, CPA, OBM State Accounting Management Analyst

CC: Bridget Brubeck, Deputy Director of State Accounting & Reporting

Date: November 30, 2016

Re: 1099 Possible Issuance for Calendar Year 2016

Each year State Accounting sends the Internal Revenue Service forms 1099-MISC, 1099-INT, 1099-G, 1099-R or 1099-S to suppliers who receive certain types of payments during a calendar year. Please review the enclosed documents that we will use to issue 1099s to suppliers for calendar year 2016. In addition, please be certain to review your agency's 1099 contact information in OAKS; this contact information will be printed on all 1099 forms received by your agency's suppliers. If no changes are made by your agency, the same name that was used last year will be used for 2016.

Reportable Chartfield Value Listings 2016

The first attached document contains the OAKS Chartfield Values used to select 1099 information for payments made during calendar year 2016. The Internal Revenue Service assisted OBM in identifying those chartfield values eligible for reporting. This chartfield value listing is provided for your information only; no action is required on your part.

Possible Issuance Report

The second attached document is a report listing suppliers paid by your agency that **may** be eligible to receive a 1099. This report is based on information obtained from vouchers that posted in OAKS from January 1, 2016 through November 18, 2016. Expenditures processed after the date of this possible issuance report are not reflected here; any such payments may change the actual issuance of 1099 information to the supplier and the IRS.

What Your Agency Needs To Do

Please review this report, it is your opportunity to correct errors and avoid problems with 1099 reporting. If you find a coding error for vouchers from the prior fiscal year (January-June 2016), please complete the [1099 Correction Duplicate Form \(OBM-7501\)\(for State Agency Use only\)](#) found at <http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx> and send via email to obm.1099@obm.state.oh.us. The email should also include:

- The original voucher number
- The correct coding
- An explanation of why the adjustment is being made
- Dollar amount

If you find a coding error for vouchers from the current fiscal year (July-December 2016), please reference the following steps:

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Vouchers Not Referencing a PO or Coding Changes Where PO is Not Impacted – Journal Voucher

In cases of payments made *not referencing a purchase order*, agencies should process **journal vouchers**. If you need assistance with entering **journal vouchers**, instructions can be found in “The FIN Source” at <http://fin.help4u.obm.ohio.gov>. Note: If your agency only needs to make a coding change and the PO does not have to be impacted, process a **journal voucher** to make the correction. Journal Vouchers are for only current fiscal year Chartfield adjustments.

Vouchers Referencing a PO – Reversal Voucher

In cases of payments *referencing a purchase order*, **payment reversals** are processed only by OBM State Accounting. Instructions for creating **reversal vouchers** can be found in “The FIN Source” at <http://fin.help4u.obm.ohio.gov>

Please note: Supplier refunds deposited in the State Treasury do not automatically update the Accounts Payable Module in OAKS. Therefore, take special care to assure any refunds processed are reflected accurately in the Possible Issuance Report.

All correcting/adjusting voucher entries must be approved and posted in OAKS by December 31, 2016, or incorrect 1099 information will be sent to suppliers and the IRS.

Form 1099 State Agency Contact Person

Contact information will be located on the supplier’s 1099 form. Suppliers that work with multiple agencies will have the contact information listed for each particular agency.

What Your Agency Needs to Do

Review your **agency 1099 contact** by going to the Contact Tab in the OAKS supplier record of your business unit. The navigation in OAKS is: Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. The supplier ID is equal to your agency acronym plus 01, e.g., OBM01. If the contact information needs updated, please send an email request to lisa.scharlott@obm.state.oh.us

Summary of Deadlines

Adjusting entries approved and posted in OAKS
Friday, December 30, 2016

OAKS Agency Supplier ID updated with contact information
Friday, December 30, 2016

For Assistance

Please contact us by:

Email: obm.1099@obm.state.oh.us

Phone: 1.877.644.6771

Attachments

Reportable Chartfield Value Listings

Possible Issuance Report

Key to Data in Possible Issuance Report
