

**PRINTING 1099 CORRECTION** 

# FORM

**QUICK REFERENCE GUIDE AP-42** 

# PURPOSE

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation for how to print 1099 forms in the North Carolina Financial System (**NCFS**).

#### PRINT 1099 FORM

Follow the steps to print 1099 form in NCFS.

- 1. Log in to the NCFS portal.
- 2. Click the **Tools** tab, from the home page.
- 3. Click the **Reports and Analytics** app.

Good morning,
Payables Tools
APPS
Set Preferences



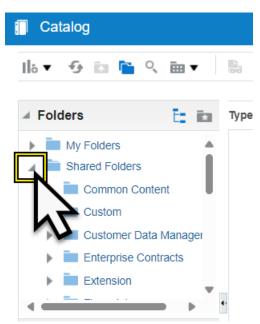
4. Click the **Browse Catalog** button at the top right corner of the page.

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5. The Catalog page is displayed.

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6. Click the arrow to the left of **Shared** Folder in the left side panel to select and expand the Shared Folder.

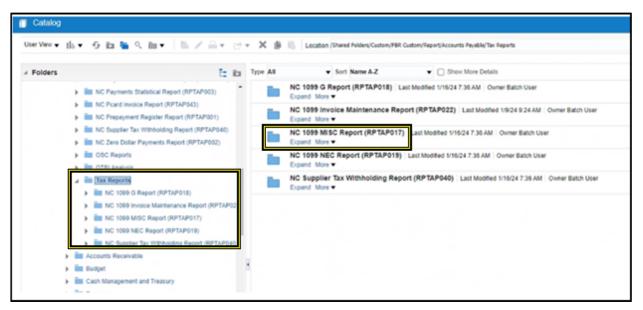


- 7. Select and expand Custom Folder.
- 8. Select and expand FBR Custom Folder.
- 9. Select and expand **Report** Folder.
- 10. Select and expand Accounts Payable Folder.

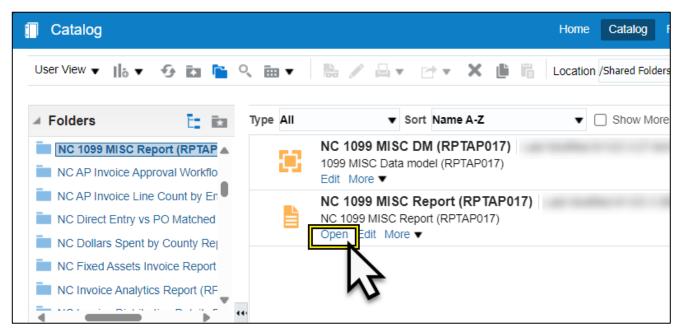


11. Select and expand Tax Reports folder.

12. Reports listed in the Tax Reports folder are displayed. Select and expand the appropriate report folder you would like to print. In this example, we will use **NC 1099 MISC Report**.



13. Click **Expand** under the desired report folder and click **Open**.



14. NC 1099 MISC Report is displayed.

Legal Entity NC ADMINISTRATIVE OFFIC	* From Payment Date	01/01/2023	Ċ.	* To Payment Date 12/31/2023	6	Supplier Name All	
File Type Correction	<ul> <li>Original Submission Date</li> </ul>	01/30/2024	0e	Order By State Code	* Apply		

#### a. FOR CORRECTIONS:

i. Select the Legal Entity (Business Unit).

*	NC 1099	MISC Report (	(RPTAP017)		
		Legal Entity N	IC ADMINISTRATIVE OFFIC	* From Payment Date	01/01/2023
		File Type C	Correction	iginal Submission Date	01/30/2024
	NC 1099 M	ISC Report RPT	NC 1099 MISC Report_RF	5	

# ii. Correct From Payment Date -01/01/23.

NC 1099 MISC Report	t (RPTAP017)				
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NC 1099 MISC Report RPT.	NC 1099 MISC Report_R	РТ			

### iii. To Payment Date – 12/31/2023.

NC ADMINISTRATIVE OFFIC	٣	* From Payment Date	01/01/2023	Č0	* To Payment Date 12/31/2023	00	
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NC 1099 MISC Report RPT	NC 1099 MISC Rept			
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File Type	Correction	Original Submission D	ate 01/30/2024	
NC 1099 MISC Report RPT	NC 1099 MISC Report_RP	т		
vi. Click	Apply.			

15. The Completed report will be displayed. Click the **Printer Icon** on the right side of the page.

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			11 Fish purchased for resale 5	12 Section 409A defemals	determines that it has not been reported.
		13 FATCA tring requirement	14 Excess golden parachute payments	15 Nonqualified deferred compensation	

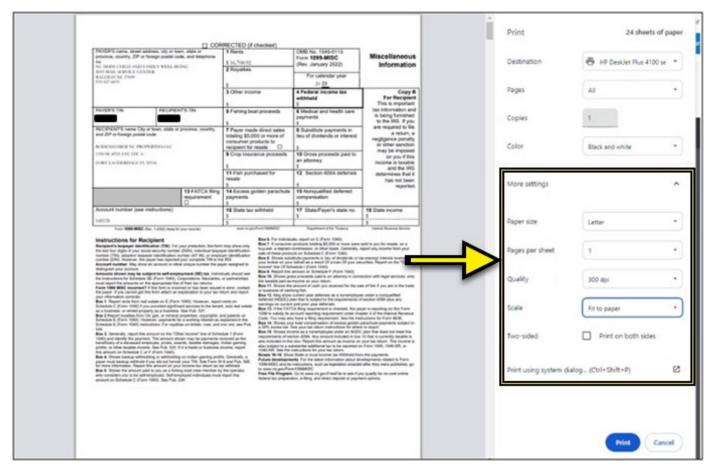
16. Select the correct printer from **Destination** dropdown in the Printer options displayed in the right-side panel.

Note: Please do not select the Check Printer.

17. Click the arrow next to **More Settings** to expand printer settings.

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						3	Print Cancel

18. More settings options are displayed. Select the correct settings including **paper size**, **pages per sheet**, **Quality**, **Scale**, **Two-sided printing**, **etc**.

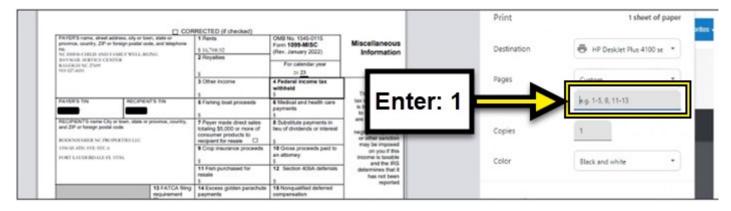


19. Print a test page once all settings are selected. Printing a test page ensures the printout comes out as expected.

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#### 20. Click the **Pages** dropdown option and select **Custom**.

# 21. Enter **1** in the eg – field. This prints one test page before proceeding to print all the pages in the report.



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#### 22. Click the **Print** button.

**Note:** Fold your form in half and put it in the envelope and please make sure that the form fits in the envelope. Please refer to the image below.

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone	
no.	
2019 MAIL SERVICE CENTER RALEIGH NC 2009 919-527-6031	
	IMPORTANT TAX RETURN DOCUMENT ENCLOSED
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code	
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