



MEETING MINUTES

State of Louisiana ERP Project

1099 Processing

October 22, 2008

Location: Claiborne Building, 1-153, Iowa Room

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Afranie Adomako	Y	N	Judy Davidson and James Lodge attended
2.	Erin Bielkiewicz	Y	N	
3.	Mary Canella	Y	N	
4.	Judy Davidson	Y	Y	
5.	Duane Fontenot	Y	N	Muoi Nguyen and Linda Robinson attended
6.	Ron Granier	Y	N	Renee Withers attended
7.	Gary Hall	Y	N	
8.	Richard Harbor	Y	Y	
9.	Beverly Hodges	Y	N	
10.	Marietta Holliday	Y	Y	
11.	Kris Horsley	Y	Y	
12.	Brett Hunt	Y	N	Laura Crook attended
13.	Debra Jones	Y	N	Sondra Sloper attended
14.	Wynnette Kees	Y	N	Kris Horsley attended
15.	Saysa Leduff	Y	Y	
16.	James Lodge	Y	Y	
17.	Clarence Lymon	Y	N	
18.	Anees Pasha	Y	Y	
19.	Ashley Peak	Y	N	
20.	Jeff Reynolds	Y	N	Peggy Matherne attended
21.	Eileen Scherich	Y	Y	
22.	Jama Scivicque	Y	N	
23.	Beverly Shaw	Y	N	
24.	Rhoama Speights	Y	N	
25.	Denise Stafford	Y	N	Frances Falke attended
26.	Drew Thigpen	Y	N	
27.	Gwen Thomas	Y	N	Christine Battley attended
28.	Laura Crook		Y	AG
29.	Frances Falke		Y	DEQ

30.	Renee Withers		Y	DOC
31.	Thomas Schulze		Y	DHH
32.	Muoi Nguyen		Y	DSS
33.	Linda Robinson		Y	DSS
34.	Sondra Sloper		Y	DVA
35.	Christine Battley		Y	DNR
36.	Peggy Matherne		Y	DHH

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction	Marietta Holliday	• None	
2. Project Timeline	Marietta Holliday	• None	
3. Workshop Objectives	Marietta Holliday Mary Walker Anees Pasha	• None	<ul style="list-style-type: none"> • Identified invoice and data entry requirements for 1099's (see Visio attachment) • Add 1099 edits to vendor master designed in FI-AP-001 to satisfy business process design supporting validating 1099 vendor master data. • Developed business process design supporting 1099 data transmission to IRS (see Visio attachment) • Developed business process design corrections to 1099 data for <ul style="list-style-type: none"> ○ prior to year-end compiling of data ○ prior to year-end transmission ○ after IRS transmission <p>(see Visio attachments)</p>
4. Business Process Review	Marietta Holliday Mary Walker Anees Pasha	• None	See "Discussion" below.
<ul style="list-style-type: none"> • 1099 Vendor Master Data <ul style="list-style-type: none"> – Account Group Configuration Function in SAP • Vendor Account Groups • Account Group 			

Configuration - Field
Status for 1099
Vendors

- SAP Concepts and Functionality
 - "TO-BE" Business Process Flow – Vendor Invoice
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5. Action Items

Marietta Holliday
Mary Walker
Anees Pasha

- Obtain/review AFS "VEN2" table for all vendor information functionality
 - Forward AP Invoice Verification Tolerance spreadsheet from previous session for review
 - Obtain AFS 1099 Table for 99TX table – Explanation Table
 - Obtain OSRAP legacy listing of object codes that are related to 1099
 - Obtain the 5G49, 4G01, 4G02 pdf.'s from G: drive and /or ISIS website
 - Determine withholding percentage for back-up withholding of 1099
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Discussion:

1099 Vendor Master Data:

The Vendor Master Record was defined and discussed in depth.

There was a review of the decisions made in previous sessions regarding the Vendor Master Record. One of the decisions discussed was that the master record number range would be internally assigned. The Federal Tax ID number can be captured in the Vendor Master Record.

Behavior of the Vendor Master is controlled by the account group.

Account Group Configuration allows up to five fields for the name and street, ten fields combined.

Configuration of separate account groups is needed when it revolves around whether the vendor is 1099 or Non-1099. 1099 Vendor records require that the Federal Tax ID is entered for reporting purposes. In some instances the Federal Tax ID is the individual's social security number so there are concerns about protecting this information.

AS-IS procedures use the Federal Tax ID as the Vendor number. Development of a number range and assigning numbers to the vendors and utilizing the Match Code search with the Federal Tax ID inserted in a protected field alleviates the concerns and prevents the possibility of confidential information being compromised. In addition, security can be placed around the Federal Tax ID and social security numbers.

Vendor Account Groups

Concern of possible errors with the current Travel numbering starting with "5" and the Accounts Payable proposed numbering 51000-51999.

One Time Vendor and 1099 Vendor, all pertinent information is captured and the data can be extracted the same as a regular vendor.

Non-1099 Vendors, Federal Tax ID can be captured but not 1099 withholding tax code field.

Vendor Invoice Data Entry Requirements

Reporting basis needs to be addressed, the end user entering the invoice manually confirming the invoice expense is 1099 reportable.

DSS currently has a separate legacy system that generates their 1099's.

Parking Lot

- **DOC and WLF - Concerns about QuickBooks payment activity and how it will interact within SAP for DOC and WLF.**
- **DOTD - Inquiry about 1098 Reporting and how it will be done in SAP as it relates to the Real Estate module**
- **How will Agency Type be represented in SAP? Will each agency still have its own Tax Identification number?**

Actions Items

- **Obtain a Legacy listing of Object Codes from OSRAP – James Lodge**
- **Obtain the 5G49 pdf. and related documentation from G: Drive and ISIS website for reporting description**
- **Review the 4G01 and 4G02 reports for clarity**
- **Obtain Withholding Percentage documentation for Back-Up Withholding Codes from OSRAP**
- **Review the AFS VEN2 table for clarity**
- **Forward the AP Invoice Tolerance spreadsheet from previous session to participants**
- **Review AFS 1099 Table as well as the 99TX Table (Explanation Table)**

Organization Impact

- **1099 related influx of Workflow for coding discrepancies**

Integration Points

- **Real Estate**
 - **How will DOTD Mortgages be handled?**

FRICE-W

- **Workflow for 1099 Discrepancies for DOTD, DSS, and WLF**
- **Produce a report that identifies 1099 differences**
- **Enhancement to accommodate Journal Voucher corrections related to 1099**
- **Enhancement that identifies Withholding on General Ledger accounts**
- **Enhance to Standard SAP Reporting and Data Transmission to accommodate Line Items for 1099 Vendors**
- **Capability of Manual Adjustment to 1099 data extract that requires a change explanation**
- **Ability to provide a “un-zip” or flat file to CONVEY 1099 software**
- **Ability to provide 1099 forms from legacy system as well as SAP dependent upon GO Live date to ensure accuracy when reporting.**

Key Decisions:

- **1099 Reportable Data based on Vendor Master and Reporting Object**
- **Warning message for 1099 data entry discrepancies. Warning message will trigger Workflow dependent upon agencies needs.**
- **Line Item Object Code need to drive the 1099 Reporting Code as it relates to Grants, Royalties, etc.**
- **Limited use of 1099 Post Card for verifying addresses. Definitely for Third Party Real Estate-DOTD**