



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

November 13, 2002

**MEMORANDUM OSRAP 03-15**

TO: Fiscal Officers  
All ISIS Agencies

FROM: F. Howard Karlton, CPA

SUBJECT: 1099 Payer Vendor Records

Attached you will find an InfoMaker Report – State Agency Master Vendor Codes. This report lists the master vendor record tied to an agency type and all of the agencies associated with that agency type. Due to 1099 reporting requirements, it is mandatory to list a contact telephone number in the Payer section of the 1099. If the master vendor record does not have a telephone number or the telephone number is no longer valid, please write the contact telephone number and name on the attached report. Sign and date the report and fax it to (225) 342-1053, Attn: OSRAP Vendor Section. You may also change address information on the form and fax it to us. This report is sorted by AFS agency type. The agency type is a 3-digit AFS agency number preceded by an "A". Several agencies may be grouped together under one agency type via the AGC2 table of AFS. You will only receive a copy of these reports if an agency type is defined using your agency number and a vendor record has been defined as the master vendor for the FEIN associated with your agency type.

AFS uses agency types to group agencies for 1099 reporting purposes. The agency type is tied to an FEIN on the AFS AGTP screen, for which one and only one master vendor record should be defined. The information on the vendor file for this master vendor record will print in the payer section of all 1099s issued for agencies tied to that agency type. The master vendor indicator is displayed in AGPS on the VENC screen and in AFS on the VEN2 screen. The AFS 4G01 and 4G02 1099 reports generated in June, November, and January, are sorted by agency type. These reports are used to verify amounts paid through AFS to 1099 reportable vendors using 1099 reportable object accounts.

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Should your agency have its own agency type defined in AFS and you did not receive an InfoMaker report attachment, or your agency was listed under another agency's FEIN and now has its own FEIN, contact OSRAP to have your agency's AGC2, AGTP, and vendor record updated. You must submit any changes to OSRAP by December 3, 2002 to allow sufficient time to update your records before the AFS 1099 table is generated.

**The 1099s will be printed in-house by OSRAP on a single sheet of paper (8.5 x 11) using Convey Compliance software. These forms will be forwarded to the agencies by 1/22/03. The agencies are to copy and mail the 1099s to the vendors on or before 1/31/03. The forms should be 'Z' folded and placed in a window envelope. Louisiana Envelope Inc. has a contract with the State to provide #10 window envelopes with the agency return address pre-printed on them. It is contract number 405157. For additional assistance in selecting the correct line number for this contract, you may contact Mr. Leo Geraci of Lakal Envelope Co. Inc. at (504) 467-8111. The agencies also have the option of producing labels using InfoMaker and word processing software.**

Should you have questions concerning this memorandum, please contact the OSRAP Help Desk at (225) 342-1097.

Remember all OSRAP memorandums and forms may be accessed through our home page at <http://www.state.la.us/osrap/index.htm>

Attachments

FHK:jga

C: Ms. Judy Davidson