



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 30, 2003

MEMORANDUM OSRAP 04-16

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA

SUBJECT: 1099 Payer Vendor Records

To assist you in determining the accuracy of your agency's 1099 Payer Vendor Records, attached to this memo are Business Objects Reports: State Agency Master Vendor Codes and Listing of State Agency Types and Agency #s. These reports list the master vendor record tied to an agency type and all of the agencies associated with that agency type. 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.

The State Agency Master Vendor Codes report should be used to confirm the information that will go into the Payer section of the 1099. A contact telephone number is required to be listed in the Payer section of the 1099. If the report does not have a telephone number or if any of the information in the report has changed, please write the contact telephone number and/or correct information on the report, sign and date it, and fax it to (225) 342-1053, Attn: OSRAP Vendor Section.

AFS uses agency types to group agencies for 1099 reporting purposes. The AFS 4G01 and 4G02 1099 reports generated in June, November, and January, are sorted by agency type. These reports should be used to verify amounts paid through AFS to 1099 reportable vendors using 1099 reportable object accounts.

The Business Objects report "Listing of State Agency Types and Agency Numbers" is sorted by AFS agency type. Several agencies may be grouped together under one agency type via the AGC2 table of AFS. The agency type is a 3-digit AFS agency number preceded by an "A". 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.

If your agency has its own agency type defined in AFS and you did not receive a Business Objects 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.

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 1/21/04. The agencies are to copy and mail the 1099s to the vendors on or before 1/31/04. The forms should be 'Z' folded and placed in a window envelope. National Service Industries has a contract with the State to provide #10 window envelopes with the agency return address pre-printed on them. It is contract number 405510. For additional assistance in selecting the correct line number for this contract, you may contact Dan Gray or Jay Brooks of National Service Industries at (713) 465-6766. The agencies also have the option of producing labels using Business Objects and word processing software.

You must submit any changes to OSRAP by December 1, 2003 to allow sufficient time to update your records before the AFS 1099 table is generated. If 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 (Being mailed)

FHK:jga

C: Ms. Judy Davidson