

1099-R Reporting System

INTRODUCTORY GUIDE

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The purpose of this Introductory Guide is to help new or occasional system users become familiar with the 1099-R Reporting System. After reviewing this guide a user should be able to:

- Enter, save and open plan and employee information
- Print blank and completed IRS forms
- Refer to any necessary on-line, context-sensitive HELP documentation
- Understand the BLAZE SSI Windows graphical user interface (GUI) features
- Use the available BLAZE SSI maintenance services as needed
- Efficiently use the 1099-R Reporting System in producing the necessary forms

This Introductory Guide includes the following sections:

[Section 1: What is the 1099-R Reporting System?](#)

[Section 2: Quickstart / Typical 1099-R Workflow](#)

[Section 3: Installing Plan and Employee Records](#)

[Section 4: Selecting, Previewing and Printing the Report Formats](#)

[Section 5: Form 1099-R Printing Information](#)

[Section 6: Using the File > Open and File > Save options](#)

[Section 7: Using the Utility options](#)

[Section 8: Centralized Introductory Guide for All BLAZE SSI Systems](#)

Section 1: What is the 1099-R Reporting System?

The BLAZE SSI 1099-R Reporting System is a tool that allows a user to obtain high quality, computer-generated 1099-R, 1096 and 945 forms quickly and easily. System features include:

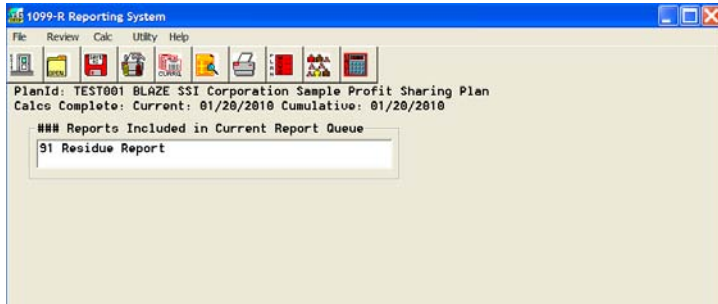
- Calculation of PS58 (insurance) costs for each insured participant of a qualified plan.
- Cumulative PS58 cost tracking for individual policies from year to year.
- Data updates from ASCII file.
- Data updates from the BLAZE SSI EBPII Valuation.
- Automatic Validation and Error-Trapping of Data Entry.

Section 2: Quickstart / Typical 1099-R Workflow

1. Use **File > New** to install a new plan. Follow the system prompts, including entering the unique 1 to 7 character 'plan id' to be associated with the plan.
2. Use the **Review** options to review and enter data for the plan and each employee.
3. Use the **CURRQ** icon from the main screen to select the report(s) you wish to print (i.e. select report #1 for the 1099-R forms).
4. Use the **PRINTER** icon from the main screen to print the selected report(s) to the printer. Select which report/pages you wish to print.
5. If you have completed the form(s) for the plan, use the **SAVE AS** icon from the main screen to save the plan data to the 1099-R archive.
6. When you wish to begin entering data for the next plan, start with (1) above.
7. If you wish to work on a previously saved plan, use the **OPEN** icon from the main screen to 'open' the previously saved plan.

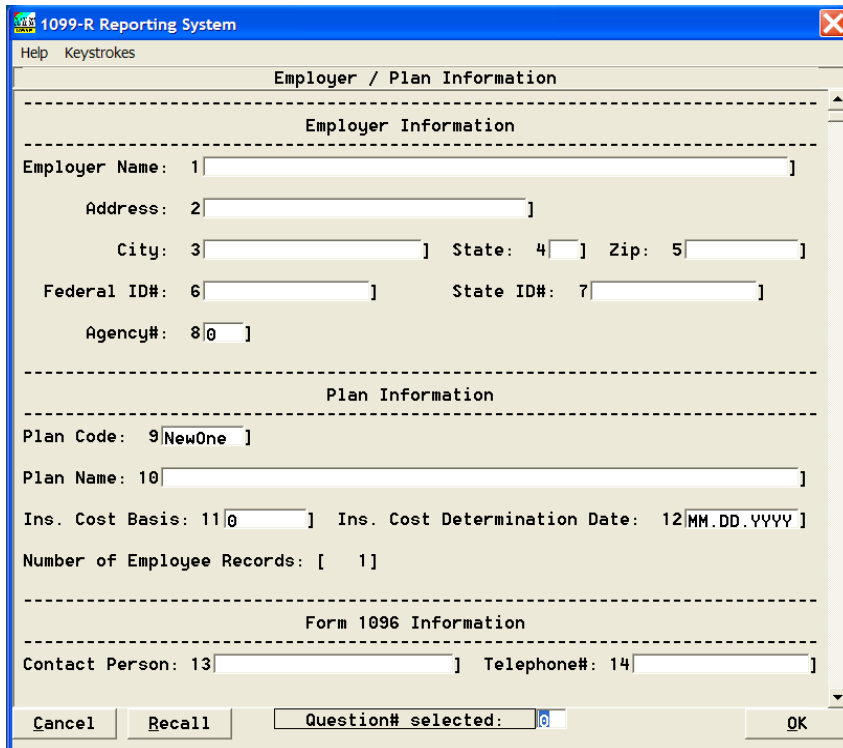
Section 3: Installing Plan and Employee Records

The main form of the 1099-R system will illustrate the current plan, i.e. the last plan processed by the system. When installing a new plan or retrieving a stored plan, the current plan will be 'overwritten' with the new data. Therefore it may be prudent to use the **File > Save As** menu option or **Save As (Diskette)** tool bar button to preserve the current plan information before installing or opening another plan.



A new Plan may be installed by selecting **File > New** from the tool bar. When prompted to enter a plan identifier, keep in mind that the first seven characters are used by the system to create a file name when saving the plan. Now close this dialog by clicking on 'OK'.

The Employer editing screen will be displayed which is where all the necessary plan information, including information for the 1096 and 945 Forms, is entered.



The Employee editing screen, which is where all the necessary employee information is entered, will be displayed next.

The screenshot shows a window titled "1099-R Reporting System" with a menu bar containing "Help" and "Keystrokes". The main title is "Employee Information - Social Security #000-00-0000". Below this is a section titled "Employee Information" with a dashed border. The form contains the following fields:

- Employee name: 1 [] 2 [] 3 [] (first, middle initial, last)
- address: 4 []
- city: 5 [] state: 6 [] zip: 7 []
- Social Security number: 8 [] Account#: 9 []
- Date of Birth: 10 [MM.DD.YYYY] Sex: 11 [M]
- ENTER THE NUMBER OF THE FORM 1099-R TO BE EDITED 12 [1]
(This is form #1 of 1 existing forms for this employee.)
- 1 Gross distribution : Void 13 [] Corrected 14 []
15 [0.00]
- 2a Taxable amount : 2009 FORM 1099-R
16 [0.00] : DISTRIBS FROM PENSIONS, ANNUITIES, RETIREMENT OR
: PROFIT-SHARING PLANS, IRAs, INS. CONTRACTS, ETC.
- 2b Taxable amount Total
not determined 17 [] Distribution 18 []
- 3 Capital gain (included : 4 Federal income tax

At the bottom of the form is a button labeled "Edit 1099-R/Policies". Below the form are buttons for "Cancel", "Recall", "Question# selected:" with a dropdown arrow, and "OK".

By clicking on 'Edit 1099-R/Policies', the user has access to additional options including editing policy information and adding additional 1099-R forms for the employee.

The screenshot shows a window titled "1099-R Reporting System" with a menu bar containing "File", "Review", "Calc", "Utility", and "Help". Below the menu bar is a toolbar with icons for file operations and calculations. The main area displays "PlanId: NewOne" and "Calcs Complete: Current: 00/00/0000 Cumulative: 00/00/0000". At the bottom left, there is a context menu with the following options:

- Add 1099-R
- Delete 1099-R
- Edit Current Policy (highlighted)
- Select Policy from List

The text "Edit Current EE" is visible at the bottom left of the window.

If the system is to be used to calculate PS58 insurance costs, policy information can be entered that is used to perform the necessary calculations.

The screenshot shows the '1099-R Reporting System' window. At the top, it displays 'Help Keystrokes' and 'SS#: 000-00-0000'. The main section is titled 'Insurance Policy Information' and contains several fields:

- Policy#: 1 [] Issue date: 2 [MM.DD.YYYY] Plan Code: 3 [0]
- Policy Death Benefit: 4 [0] Policy Value Next Year: 5 [0]
- Associated Policy Number: 6 [] Cumulative PS58: 7 [0.00]
- Policy Status: 8 [0]

 At the bottom, there is a button labeled 'Add/Delete or Select Policy' and a 'Question# selected:' field with the value '0'. Navigation buttons 'Cancel', 'Recall', and 'OK' are also present.

Context-sensitive help can be accessed at any time by pressing the 'F1' key. Depending on the field being edited at the time, detailed information will be displayed to assist the user in completing the data entry.

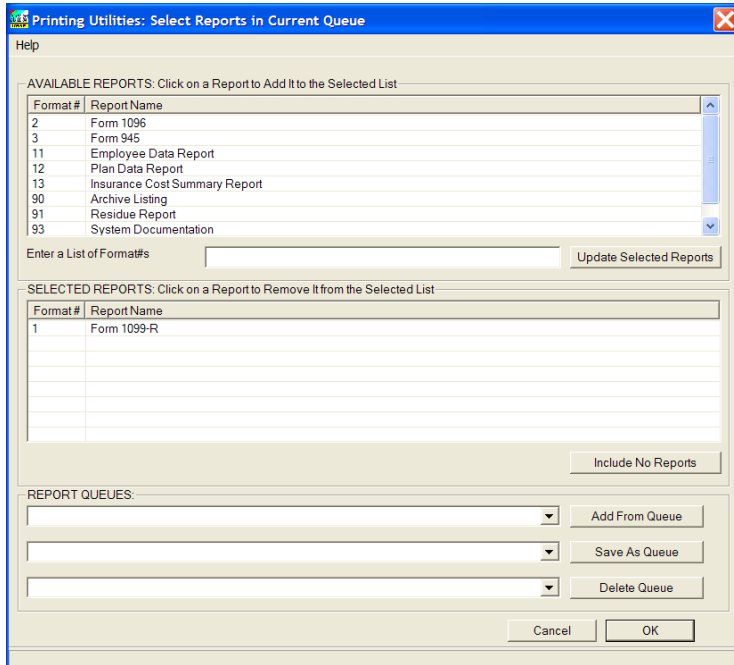
The screenshot shows the 'GROSS DISTRIBUTION (1099-R)' window with context-sensitive help displayed. The help text explains that code '-1' indicates that the Gross Distribution and Taxable Amount are the same, and code '#n' is used for the total amount of the distribution before income tax or other deductions were withheld. It also mentions including U.S. Savings Bonds distributed from a plan. Below the help text, there is a search bar and a 'Help Topic History for this Worksession:' section showing 'GROSS DISTRIBUTION (1099-R)'. At the bottom, the form fields are visible:

- 2b Taxable amount: not determined 17 [] Total Distribution: 18 []
- 3 Capital gain (included) ; 4 Federal income tax

 The 'Question# selected:' field shows '15'. Navigation buttons 'Cancel', 'Recall', and 'OK' are also present.

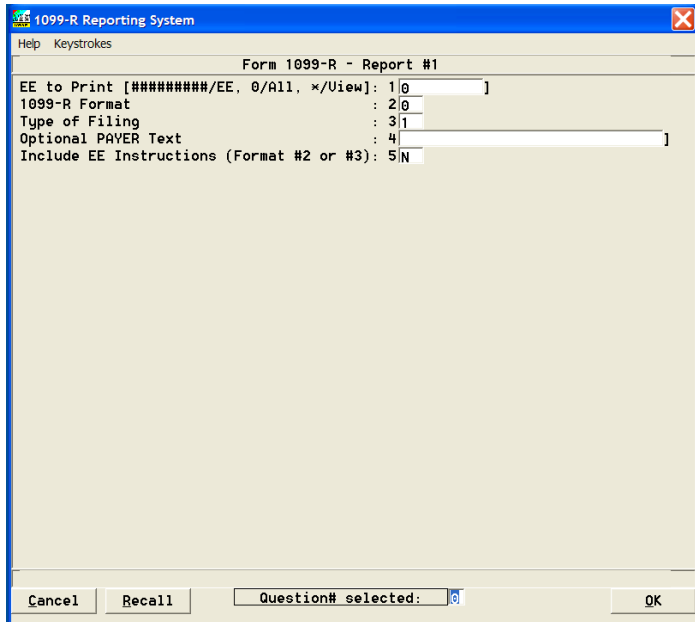
Section 4: Selecting, Previewing and Printing the Report Formats

The 1099-R Reporting System has a selection of forms/reports that may be printed. Select the CURRQ icon option to select the form(s)/reports(s) to print.

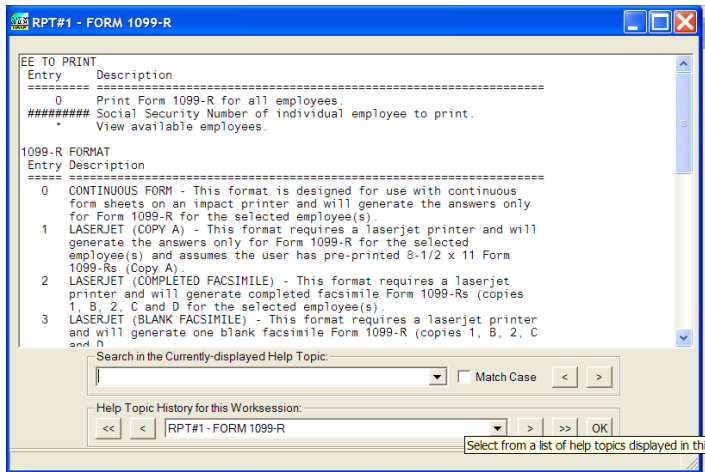


The system will present the subordinate dialog listing of the available report formats. If the user has already defined one or more *Report Queues* of frequently printed report formats, the Report Queue section of this screen may be used to select an alternate report queue in one step.

The **File > Print Preview** option or the 'Print Preview' icon will print selected reports to the screen. Keep in mind that the actual facsimile forms will not print to the screen. However, there is a subset of non-facsimile reports that can be viewed under this option. When selecting the **File > Print Preview** menu option or the 'Print Preview' icon, the system will present the *pre-print questions* dialogs which correspond to each report format user-selected to print.



Use the F1 key to view the Help documentation available to describe each option. Significant on-line context-sensitive documentation is available for each field on the pre-print questions dialog. The user-responses to the pre-print questions dialogs are saved until subsequently modified by the user.



Use the **File > Print** menu option or Printer toolbar button to print the user-selected report formats to a hard-copy printer.

Section 5: Form 1099-R Printing Information

Reports #1-3 offer several format options for printing. When the facsimile formats are printed, associated positioning files are used to properly position the data onto the page. These positioning files are user editable so that precise positioning of data can be accomplished in various user environments.

Following is a list of the .POS files used during the printing of reports #1-3:

<u>Files Used</u>	<u>Form</u>	<u>Printer Type</u>
C1096.POS	1096	Continuous feed, impact printer
C1099R.POS	1099-R	Continuous feed, impact printer
L1096_R.POS	1096	Sheet feed (i.e. LaserJet) printer; pre-printed **red ink IRS approved forms required**
L1096_W.POS	1096	Sheet feed (i.e. LaserJet) printer
L1099R_R.POS	1099-R	Sheet feed (i.e. LaserJet) printer; pre-printed **red ink IRS approved forms required**
L1099R_W.POS	1099-R	Sheet feed (i.e. LaserJet) printer
L945_R.POS	945	Sheet feed (i.e. LaserJet) printer; pre-printed **red ink IRS approved forms required**
L945_W.POS	945	Sheet feed (i.e. LaserJet) printer

For each filing year, BLAZE SSI releases a new set of .POS files with the correct positioning for a specific printer type and operating environment. These new position files are identified in the release documentation with the update which implements the updated forms. The user must copy the contents of the released filing year position files over the contents of the actual .POS file used during the printing (see above list).

For example, BLAZE SSI released the C1096013.POS file to position the answers for the 2009 Form 1096 on an Okidata ML520 printer in the Windows XP environment. A user operating in the same environment with the same printer can simply copy the file C1096013.POS to the file C1096.POS to print the 2009 forms. A user operating in a different environment or with a different printer may need to adjust the positioning accordingly by editing these files using Notepad.

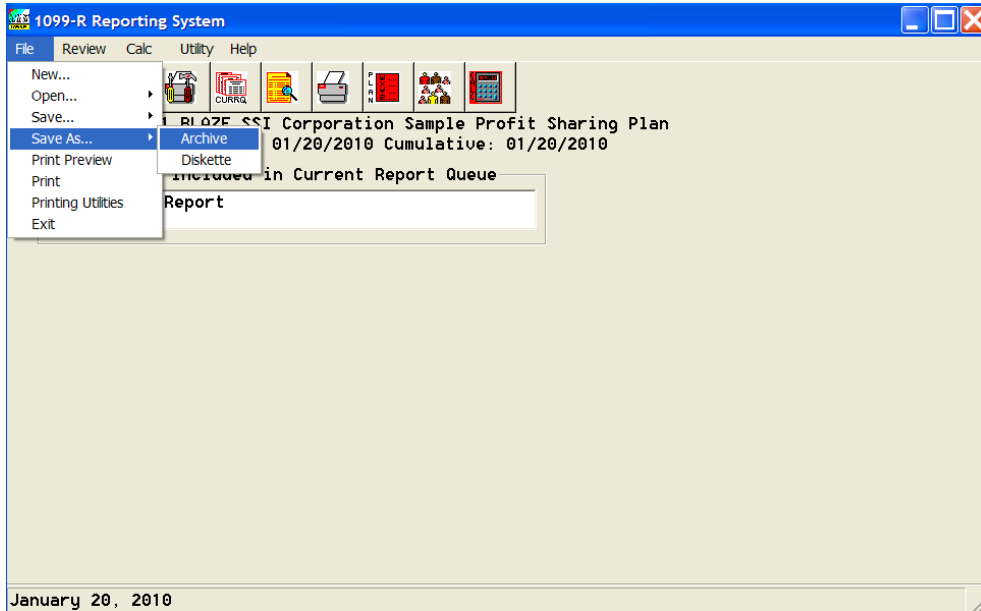
Since there may be slight differences in the position of the forms on the BLAZE SSI produced facsimile and the pre-printed, red ink, IRS approved sheets, (due to the fact that these sheets can be obtained from various sources) there are two separate positioning files for each of the forms (1096 and 1099R).

BLAZE SSI released the L1096013.POS file to position the answers for the 2009 Form 1096 on a Canon Faxphone L170 printer in the Windows XP environment. A user operating in the same environment with the same printer can copy the file L1096013.POS to the file L1096_W.POS to print the completed facsimile forms. The file L1096013.POS can also be copied to the file L1096_R.POS and positioning adjustments made according to the pre-printed, red ink, IRS approved sheets the user acquired for the year.

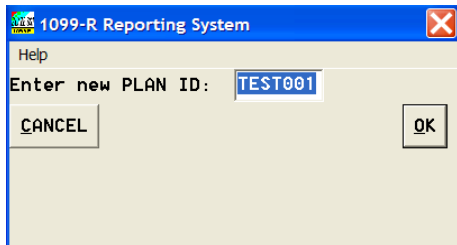
For additional information regarding the format of these files and their use, refer to the file '..\BLAZESSI\POS_HLP.TXT'.

Section 6: Using the File > Open and File > Save options

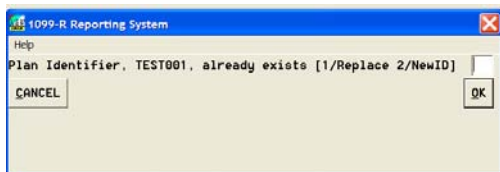
Prior to opening or creating another plan record, you will want to save a copy of the current plan on diskette or archive. Using the **File > Save As** option or 'save as' icon, data can be saved to **Archive** or **Diskette**.



When using the **Save As** option, the user will be prompted for the Plan ID.

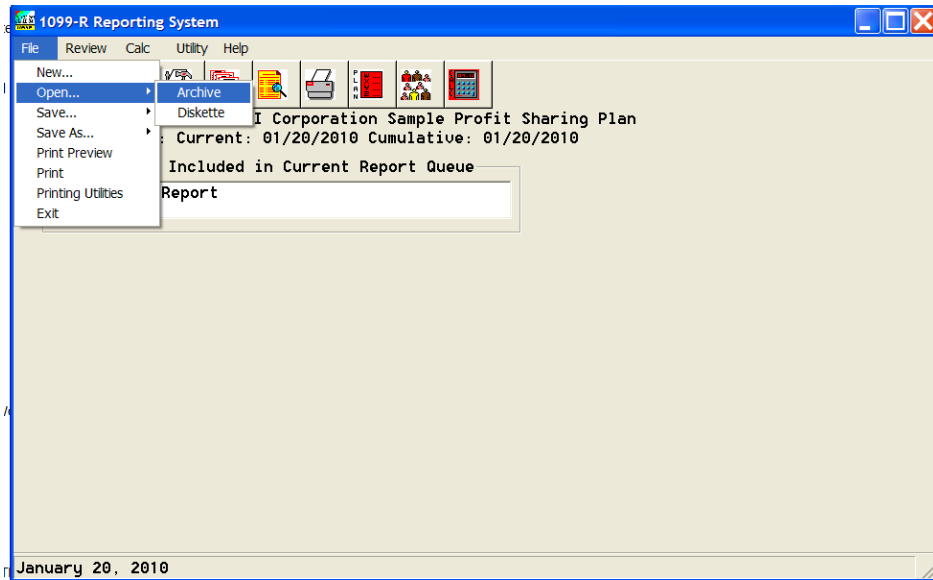


If the plan exists on the target disk, the system will prompt the user to either replace the existing plan on storage or to save the plan under a different ID

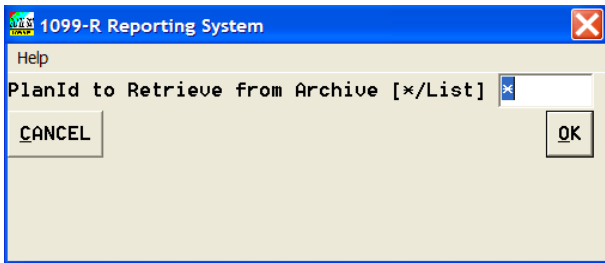


Note that, when using the **Save** option, the system will automatically replace the existing plan if it is found on the target drive.

Plans that were previously saved to diskette or archive must be opened using the File > Open options or 'open' icon in order to edit or print the forms.



Choose the '*' option to view a list of available plans.

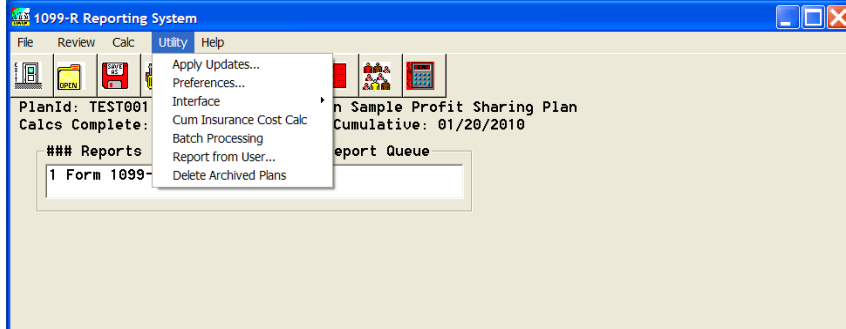


Select the plan information to open from the list of plans displayed.

The system will show that the plan data selected has been opened and return you to the main form.

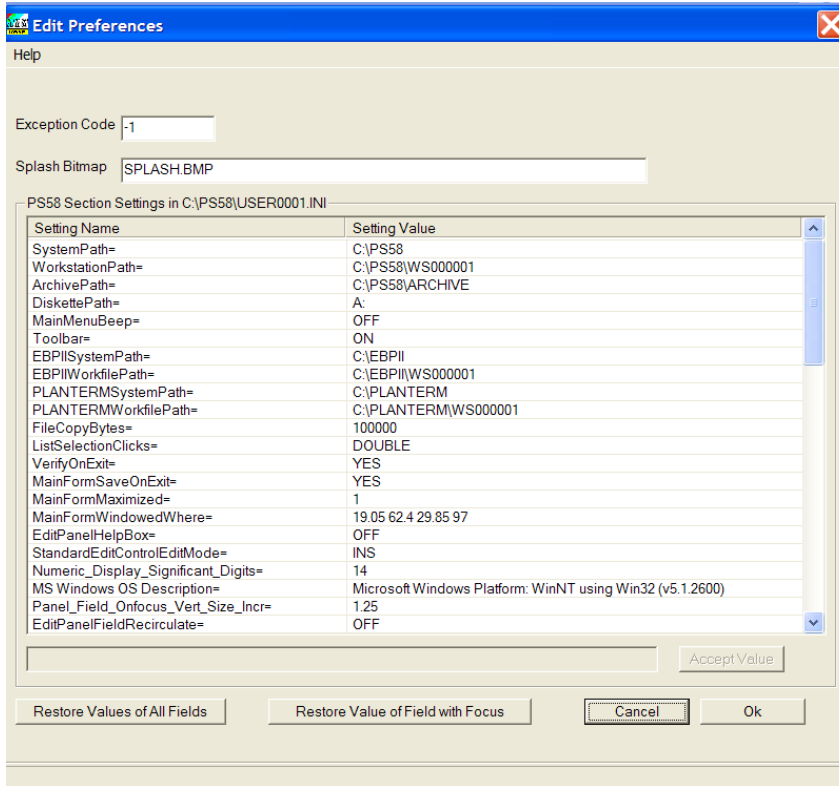
Section 7: Using the Utilities

The **Utility** options contain system operations other than the **File** or **Review**.

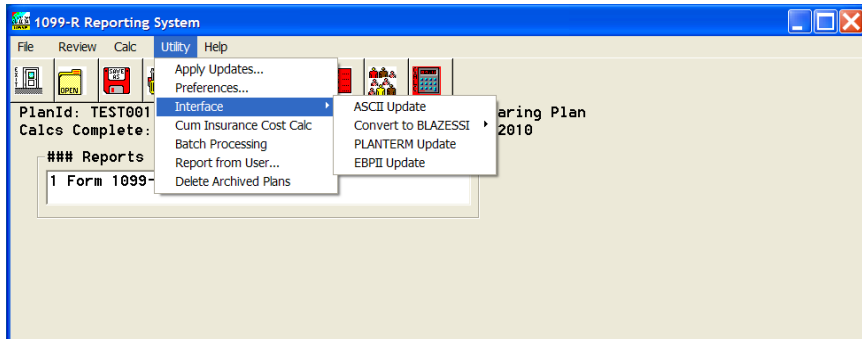


Use the **Apply Updates** option to apply system update files. See Section 8 for further information.

Use the **Preferences** option to edit system addresses that are necessary for the proper operation of the system.



Use the **Interface** option to merge external data into the 1099-R System.



This function will update the current plan data from several data sources. Data that exists in a DOS/ASCII file can be imported. Refer to the Help documentation at this utility for information on the required format of the ASCII file.

A customized conversion function can be developed for users who might require it to import information in a specific format. Contact BLAZE SSI for more information on this enhancement.

Data can also be imported from files generated by the BLAZE SSI PLANTERM and EBPFI systems. Simply navigate to the location of the file created by the utility in those systems, click 'OK', and the data is quickly imported and ready for editing and/or generating the 1099-R forms.

Use the **Batch Processing** option to generate 1096 and 1099-R forms for a group of plans. Select the plans to be processed, select whether any calculations will be performed, and then click 'Process'. The plans will be opened, one at a time, calculations performed (if selected), the plan saved (if calculations were performed), and selected reports will be printed.

Use the **Report from User** option to assemble information necessary to create a Report From User to be submitted to BLAZE SSI for analysis. See Section 8 for more information.

Use the **Delete Archived Plans** option to delete plans on the local archive.

Section 8: Centralized Introductory Guide for All BLAZE SSI Systems

Each BLAZE SSI application system provides unique features and capabilities, but every BLAZE SSI application system uses a consistent user interface.

Additional 'centralized' introductory guide sections are those common to all BLAZE SSI application systems and are contained in the central subsystem subdirectory. The 'centralized' introductory guide sections include topics applicable to all BLAZE SSI systems such as:

- BLAZE SSI software installation
- Details of the printing functions
- Application of BLAZE SSI maintenance updates
- Creating an electronic report from user
- Using BLAZE SSI maintenance services

The 'Centralized Introductory Guide' document contains important additional central introductory guide sections.

The 'Centralized Introductory Guide' is delivered on the [BLAZE SSI Website](#) as a PDF file that can be viewed using ADOBE Acrobat Reader.