

1099 Update for 2009 Filing Year

This update will add 2 new options to the Customer Patronage screen related to 1099 filing.

The screenshot shows the 'Customer Patronage' window. At the top, there are fields for 'Customer Ref' (100000) and 'Customer Name' (WEST, TOM). Below these are checkboxes for 'Pay Patronage', 'Charge Dues', 'Pay 100% Patronage as Cash', and 'Backup Withholding'. There are also fields for 'Birthdate' (10/10/1960) and 'Revolving Fund'. The '1099 Information' section contains various input fields for interest, amounts, and withholding. The '1099 Options' section at the bottom is highlighted with a red box and contains two checkboxes: 'Non-Profit Patron- Exclude from IRS 1099 file' (unchecked) and 'Sole Proprietor- Switch Name and Address' (checked).

Non-Profit Patron – Exclude from IRS 1099 file

– This option will not include this patron when creating the 1099 disk file to send to the IRS

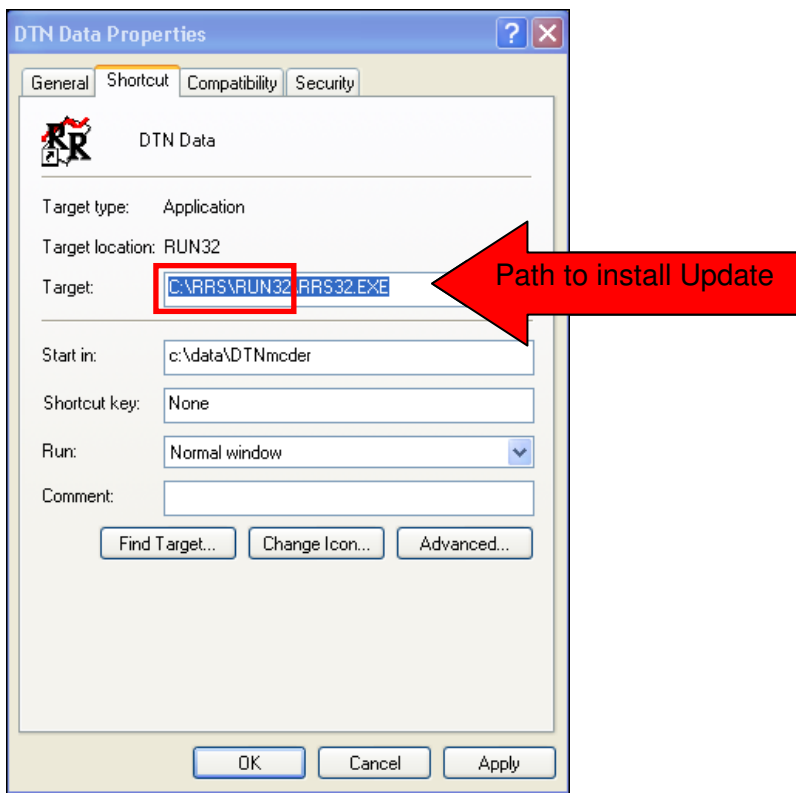
Sole Proprietor – Switch Name and Address –

This option will put the first Address line on the customer screen as the name when printing the 1099 forms and creating the disk file to send to the IRS.

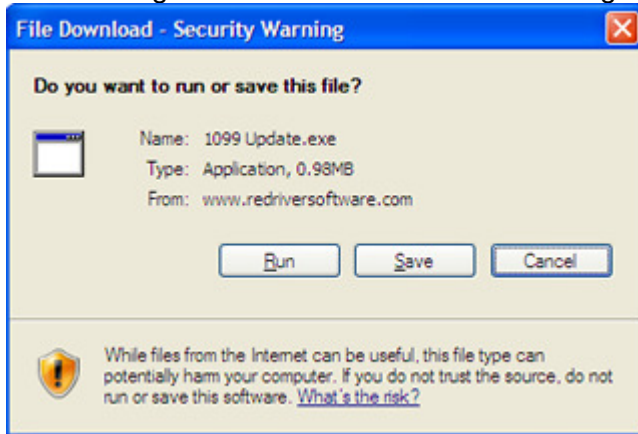
Installing the Update

Please Note: All users must be out of Red River to install this update. Before closing Red River click on Tools – Remove RRS.DBF

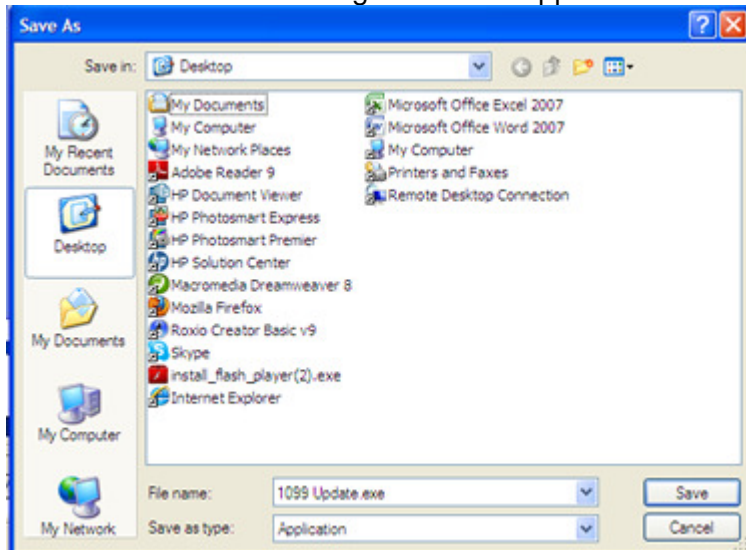
1. Determine the path to your run directory
Right click on the Red River icon and look at the Target field.



2. Download file from above to your desktop
3. After clicking the Download button the following screen will appear



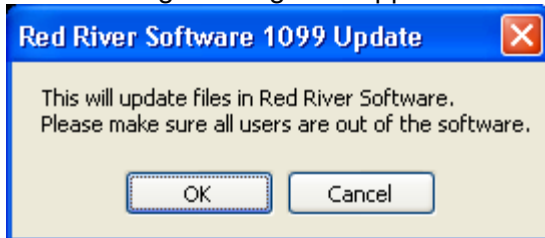
4. Click Save and the following screen will appear



5. Choose the Desktop. This will save the file on your desktop with the icon shown below

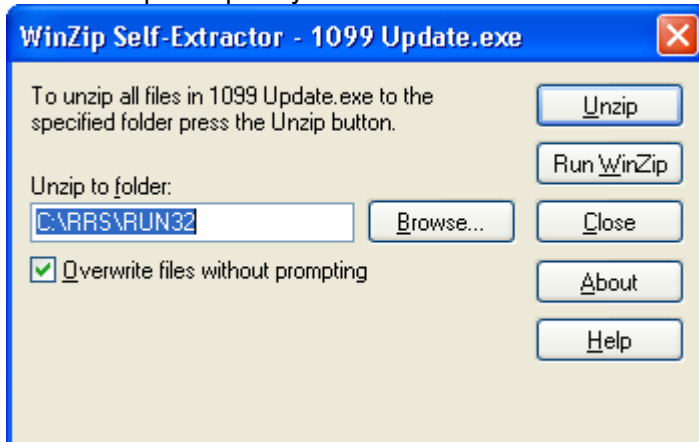


6. Make sure everyone is out of Red River while performing the update.
7. Double click on the file to run the update.
8. The following message will appear

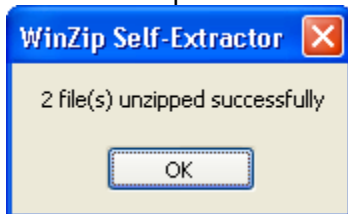


Click OK to continue

9. Fill in the update path you determined from above into the Unzip to Folder field



10. Click on Unzip



11. Click OK and the update has been installed.
12. Open Red River and let fully load (this may take a few minutes longer than normal).
13. Allow other users to enter Red River.