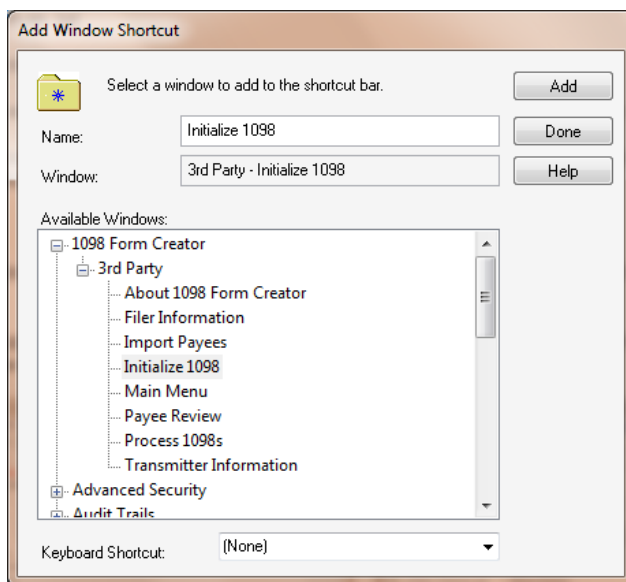




# 1098 PREPARATION SOFTWARE Installation and Use Guide

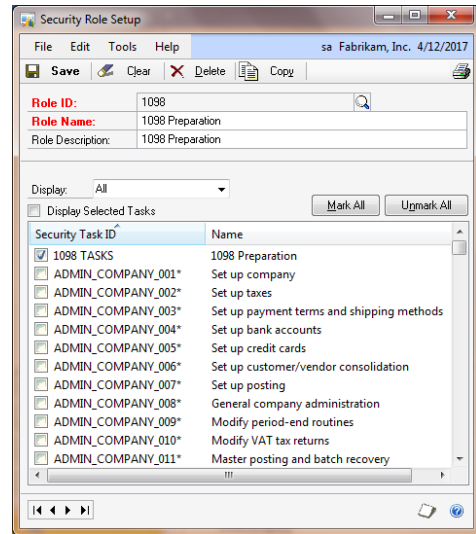
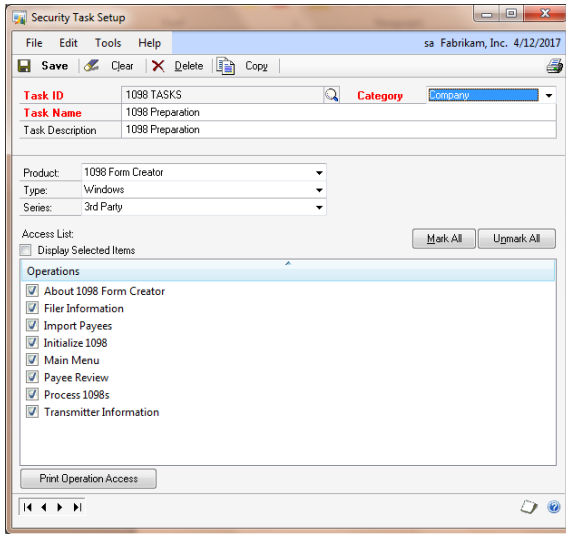
## Installation

1. Copy the \*.cnk file to the root of the Microsoft Dynamics GP Program Folder – usually C:\Program Files\Microsoft Dynamics\GP
2. Open GP and install new program.
3. Log in as 'sa'
4. Log into the company
5. You will receive a message that the path has been set. Click OK and then close GP.
6. Reopen GP and log into the same company as 'sa'
7. Add a window shortcut in the Navigation pane to 1098 Form Creator, 3<sup>rd</sup> Party and Initialize 1098.



Click Add, then Done

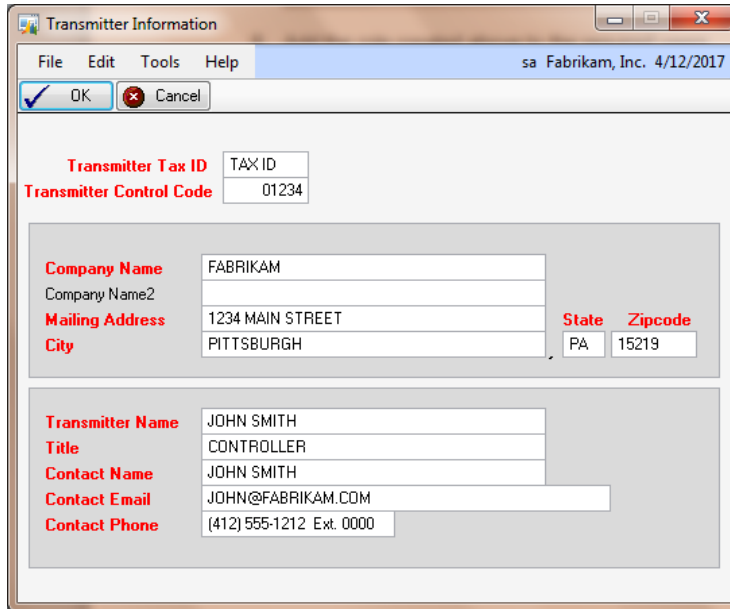
8. Double Click the shortcut and then click the Initialize Tables Button and then the Grant Access Button.
9. Continue with steps 2 through 6 and 8 until all companies have been opened and the PATH set.
10. Set up Security Tasks and Roles adding the 1098 windows to the tasks and the tasks to a new role.



11. Add the role created above to the required users

## Setup and Use

1. Go to Cards>1098 Cards>Transmitter and set up your transmitter information (The transmitter is the entity transmitting the electronic file. This is the person that the IRS will contact if any problems with the file are encountered.):



<b>Transmitter Tax ID</b>	TAX ID		
<b>Transmitter Control Code</b>	01234		
<b>Company Name</b>	FABRIKAM		
Company Name2			
<b>Mailing Address</b>	1234 MAIN STREET	<b>State</b>	<b>Zipcode</b>
<b>City</b>	PITTSBURGH	PA	15219
<b>Transmitter Name</b>	JOHN SMITH		
<b>Title</b>	CONTROLLER		
<b>Contact Name</b>	JOHN SMITH		
<b>Contact Email</b>	JOHN@FABRIKAM.COM		
<b>Contact Phone</b>	(412) 555-1212 Ext. 0000		

Transmitter Tax ID – the tax ID number of the transmitting company

Transmitter Control – 5 character alpha numeric code assigned by the IRS. It is the code required to use electronic filing

Company Name – the name of the company associated with the address where correspondence should be sent

Company Name2 – additional space for the company name

Mailing Address, City, State, Zip – address of the company listed in the Company Name

Transmitter Name – name of the transmitter

Title – title of the contact

Contact – person who the IRS should contact if there is a problem with the file

Contact e-mail – email of the contact listed above

Contact phone – phone number of the contact listed above

2. Click OK and choose to SAVE the changes

3. Go to Cards>1098 Cards>File and set up your Filer information (The Filer is the recipient of the mortgage payments):

**Filer Tax ID** TAX ID

**Company Name** FABRIKAM

Name2  Name2 is Transfer Agent

**Shipping Address** 1234 MAIN ST

**City** PITTSBURGH

**State** PA **Zipcode** 15235

Contact Name JOHN SMITH

Title CONTROLLER

Contact Email JOHN@FABRIKAM.COM

Contact Phone (412) 555-1212 Ext. 0000

Contact Fax (000) 000-0000 Ext. 0000

File Tax ID – tax Id of the filing entity

Company Name – the Filing entity

Name 2 – the name of the transfer agent or a continuation of the Company Name. If using as a transfer agent, Name2 is Transfer Agent box must be checked

Shipping address, city, state, zip - the address for the filing entity

Contact name, title, email, phone and fax – belong to the person that the IRS should contact at the Filing company

4. Click OK and choose to Save the changes
5. At this point you can choose to add your payee information by hand or to import a payee list from a .csv file generated by another program.

6. To enter by hand, go to Cards>1098 Cards>Payees to open the Payee review window

7. Select the New button near the bottom left to open the new payee card

RECIPIENT'S/LENDER'S name, address, and telephone number		* Caution: The amount shown may not be fully deductible by you. Limits based on the loan amount and the cost and value of the secured property may apply. Also, you may only deduct interest to the extent it was incurred by you, actually paid by you, and not reimbursed by another person.	OMB No. 1545-0901 <b>10</b> Form 1098	<b>Mortgage Interest Statement</b>
RECIPIENT'S federal identification no.	<b>Payer's social security number</b> 123456789	1 Mortgage interest received from payer(s)/borrower(s)* \$ 987.54	<b>Copy B For Payer</b> The information in boxes 1, 2, 3, and 4 is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for this mortgage interest or for these points or because you did not report this refund of interest on your return.	
<b>PAYER'S/BORROWER'S name (Last First Middle)</b> DOE JOHN ADAM		2 Points paid on purchase of principal residence \$ 0.00		
<b>Street address (including apt. no.)</b> 678 CENTER ST		3 Refund of overpaid interest \$ 0.00		
<b>City</b> PITTSBURGH	<b>State</b> PA <b>ZIP</b> 15234	4 Mortgage insurance premiums \$ 0.00		
<b>Account number (see instructions)</b> 123-456789-01234567		5		

Form 1098 (keep for your records) Department of the Treasury - Internal Revenue Service

Payer's/Borrower's name - entered on the top Name field. The second line can be used to hold the name of an additional partner/joint owner/spouse or can be used as a continuation of the Borrower's name if the name would not fit on the first line.

Street address - the mailing address

Account Number – internal account number, required if submitting more than one information return for the payee. It must be unique per payee.

Box 1 - Mortgage interest received

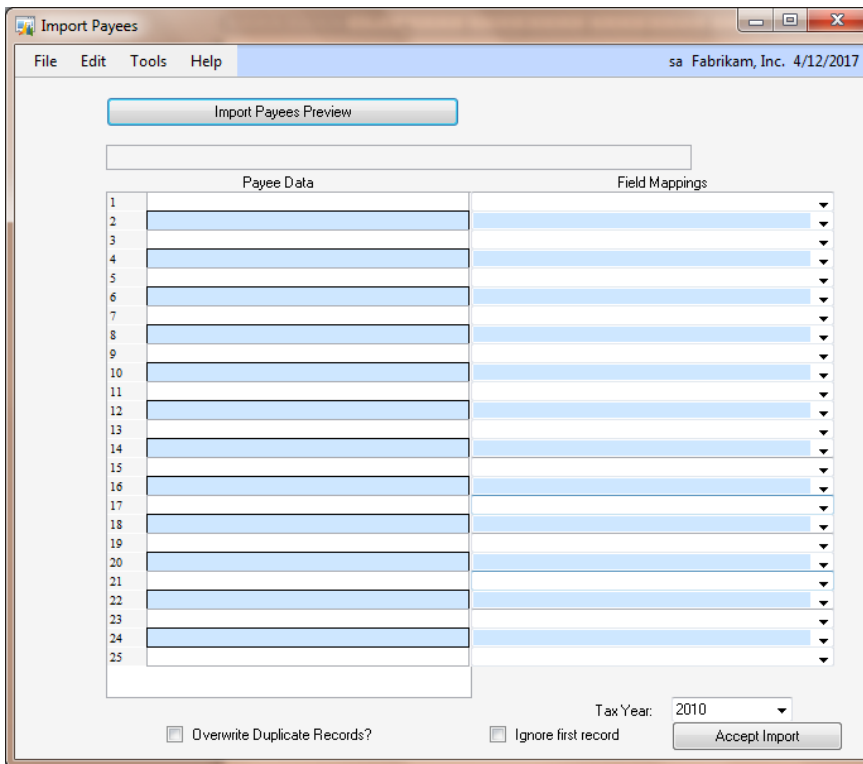
Box 2 – Points paid on purchase of principal residence

Box 3 – Refund of overpaid interest

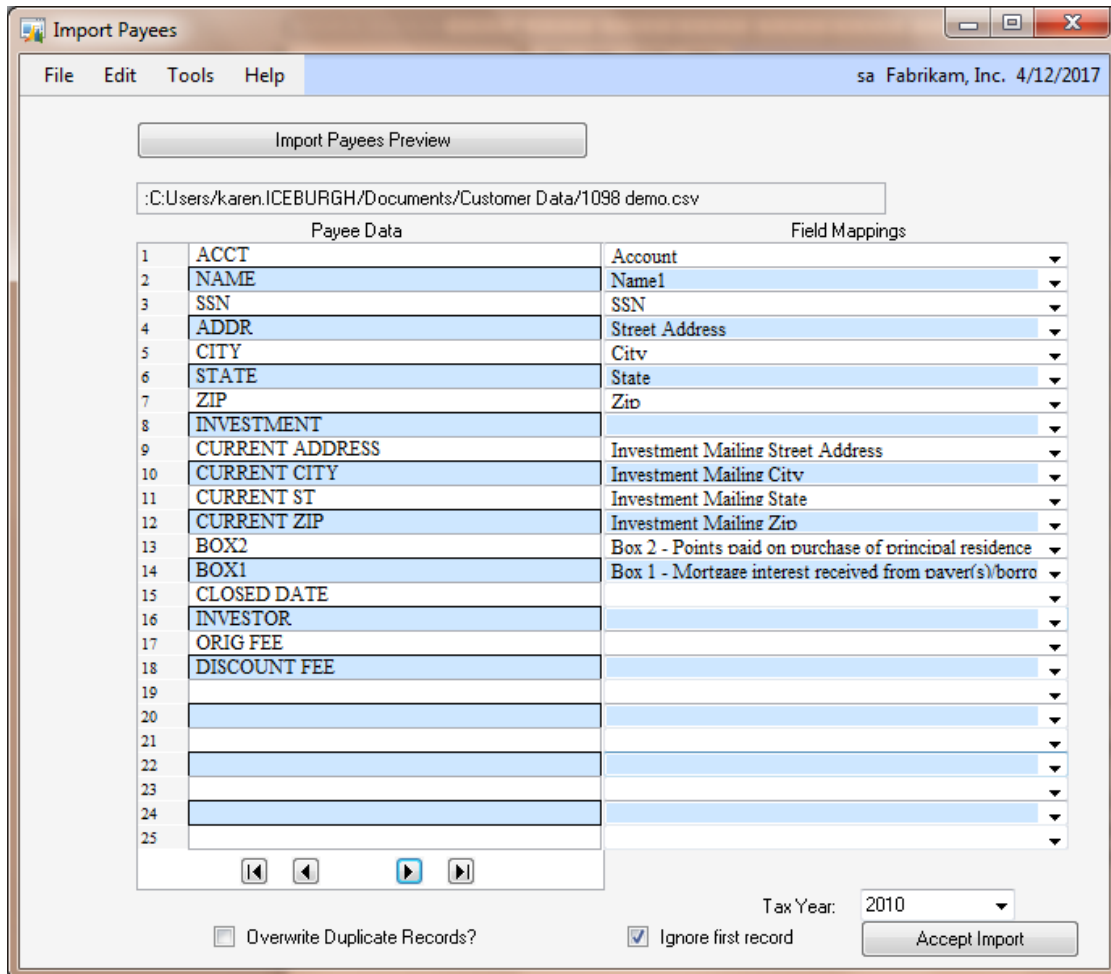
Box 4 – Mortgage insurance premiums

Box 5 – Additional information based upon filer needs. The IRS will ignore this box.

8. Click Save to Save the record and leave the window, or New to then Save the record and enter the next
9. When all records have been entered, Click Save to go back to the Payee Review window
10. From this window you can then select the tax year and double click a record to edit, click and highlight a record to then click on delete record to delete a single record, or click delete all records to empty the window and start new.
11. To import records from a file, go to Cards>1098 Cards>Import Payees

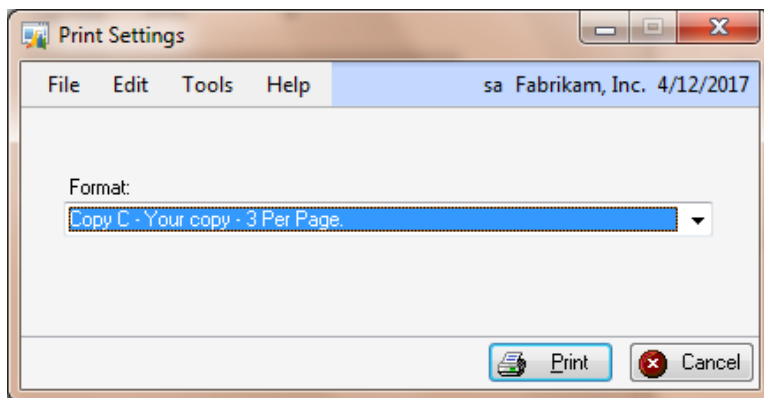
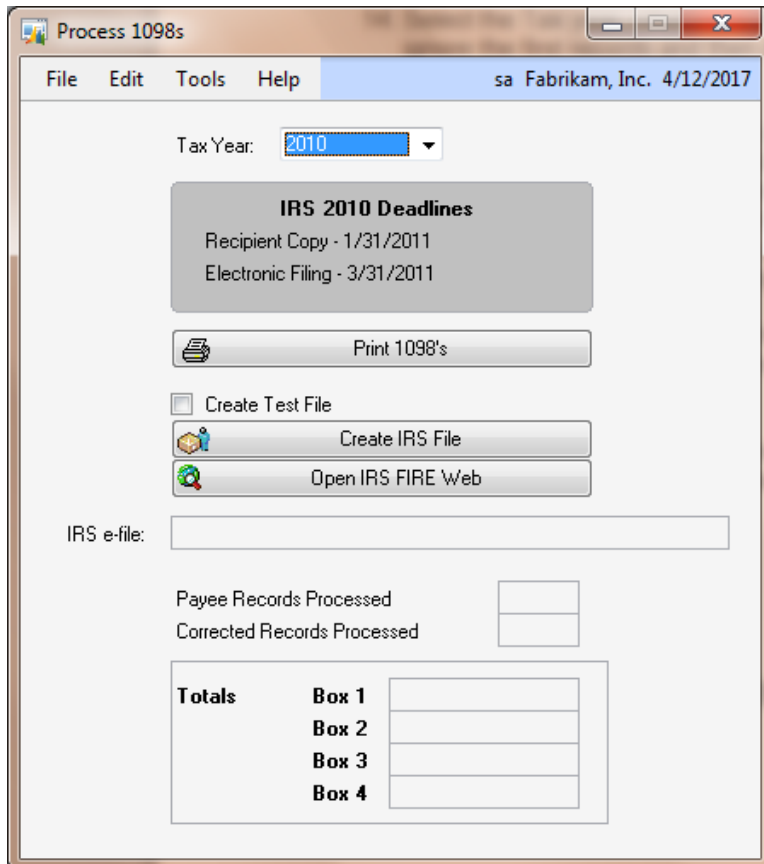


12. Click Import Payees Preview and select the location of your stored .csv file for import.
13. Map the csv file columns to the 1098 fields leaving the Field Mapping blank if the field is not needed. You can then use the VCR buttons that will appear at the bottom of the Payee records to scroll through the records in the .csv file and verify that the mapping are correct.



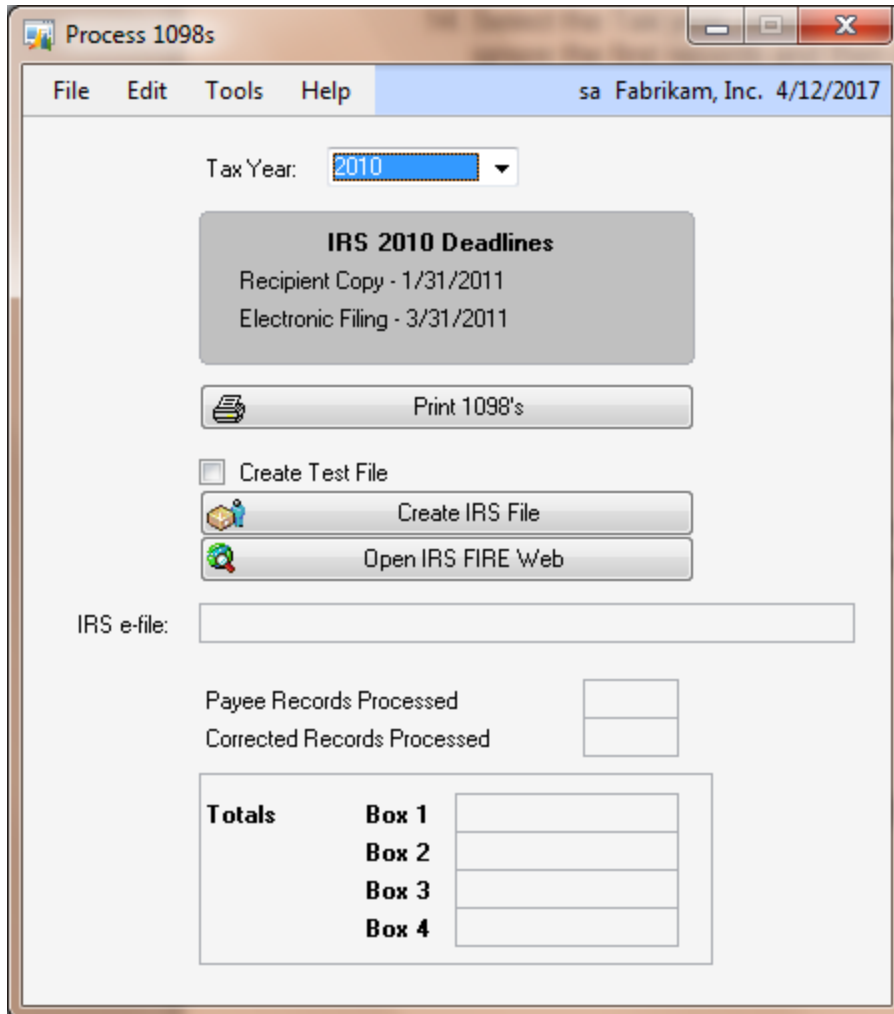
14. Select the Tax year, whether or not to overwrite duplicate records and whether or not to ignore the first record (if this is a header record) and then click Accept Import. All records will now be available in the Payee Review window.
15. From the Payee Review window you can then verify your records checking for any issues by clicking on the Check All for Issues button. This will find errors in the records such as not having any dollar amounts in the boxes for a particular record. A list of all entries with errors will appear in the window. You can edit and then re-click the Check All for Issues button as many times as necessary. When all issues have been corrected, you will receive a message stating "No Issues Found."
16. You can print one-off IRS forms by selecting a record and clicking Print IRS forms for selected and choosing the form/copy that you would like to print. This will print the entire form on plain paper, one record per page for the selected Payee.

17. To print all 1098 documents, go to Cards>1098 Cards>Process 1098's and choose Print 1098's. Chose the copy and the format and select Print. You can then choose to where to print the 1098's.



18. Go to Cards>1098 Cards>Process 1098's to create a test file for transmission to the IRS. (Optional) This is a specific practice file and will be treated as a test file by the IRS.

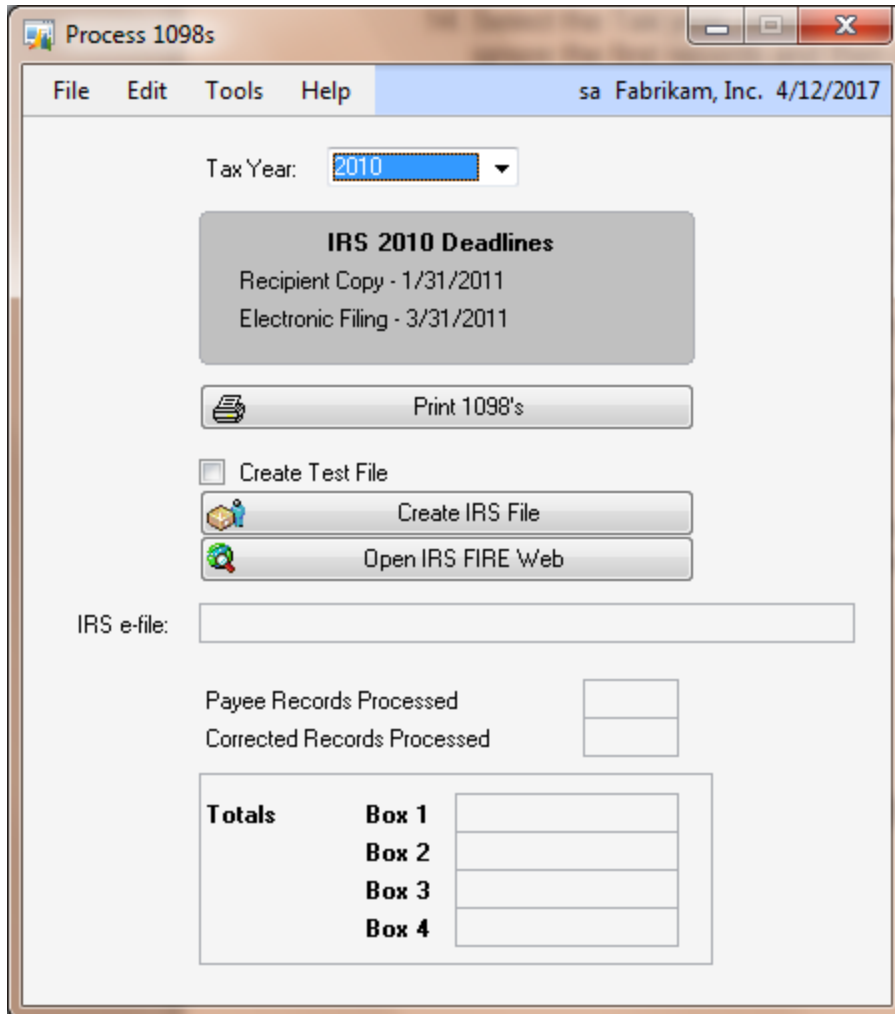




Click the box to create the test file and then click the Create IRS File button. You will receive a message that this is a test file and will be treated as such by the IRS. Click OK and then select a location to save the file which will be called IRS1098.txt. If the file already exists, you will be asked to overwrite it. Select yes to overwrite or no to save in a different location.

The file location will then show in the IRS e-file box

19. To upload the file, click the Open IRS Fire Web Button. This will open your browser window and go to <https://fire.irs.gov/firev1r/default.aspx> . From here, you will need to go to [firs.test.irs.gov](https://firs.test.irs.gov) to upload your test file.
20. Log on with your Fire Account and upload the IRS1098.txt file
19. After a successful test file upload, go to Cards>1098 Cards>Process 1098's to create the actual transmission to the IRS.



Click the Create IRS File button. Select a location to save the file which will be called IRS1098.txt. If the file already exists, you will be asked to overwrite it. Select yes to overwrite or no to save in a different location.

The file location will then show in the IRS e-file box

21. To upload the file, click the Open IRS Fire Web Button. This will open your browser window and go to <https://fire.irs.gov/firev1r/default.aspx> .
22. Log on with your Fire Account and upload the IRS1098.txt file created above
23. If you submit items and find that the items were incorrect, you can recreate a new file by going to the shortcut created in step 7 of the installation. Then click the remove e-file Date Stamp. The file can then be deleted and recreated.