



1099Pro Puerto Rico Help File

DISCLAIMER: Functionality is subject to change as rules and regulations update frequently. This guide is intended for the 2015 Tax Year and provides the five crucial steps for Puerto Rico information reporting via the Corporate Suite software.

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Puerto Rico Tax Forms Supported: 480.6A, 480.6B, 480.7, 480.7C & 499R-2

I - Import Puerto Rico Tax Forms

The importing functionality is identical to other form type imports. Please refer to main help file for more information on how to import tax forms. 2015 Puerto Rico import maps are not available by default and will need to be created. Please contact your Account Manager if you would like a sample import file and map that is designed to match the software's default column headers.

II - Manage Puerto Rico Control Numbers

Control numbers are required on every Puerto Rico form that gets filed and printed. These Control Number are assigned to your company by the Hacienda and are managed through security to assign control numbers at a batch level.

Select Security and Administration from the File dropdown menu then select Puerto Rico Options on the left-hand side.

The screenshot displays the '1099 Pro Program Administration' window. The main title is 'Global Administrative Options (all Filers)'. On the left, there is a navigation pane with icons and labels for: Security Groups, Audit Trails & Logging, Combining Tax Forms, Rules & Options, Reporting Thresholds, User Fields and Email, and Puerto Rico Options. The main content area is titled 'Puerto Rico Control Numbers' and contains four buttons with descriptions:

- Manage Control Numbers**: Add or update Control Ranges that have been assigned by the Hacienda for use with specific EIN and Form Types. For Tax Year 2014 forms this also includes special Control Number ranges for AMENDED forms.
- Assign Originals Control Numbers**: Assign Control Numbers to Original Puerto Rico tax forms that do not have a Control Number yet. Be sure you have entered all of the ranges you were given by the Hacienda BEFORE you initiate this process.
- Assign Amended Control Numbers**: Assign Control Numbers to Amended Puerto Rico tax forms that do not have a Control Number yet. For 2014 and up a new/special set of Control Numbers for Amended forms must be issued by the Hacienda.
- View/Print Control Number Report**: View and/or print a report listing your Control Number ranges, the current highest number in use for each EIN/range, and how many numbers are still available.

A note at the bottom states: '* NOTE: This report assumes that Control Numbers have been assigned in sequential order. If you have imported numbers that were randomly assigned, the Total Used calculations may not be accurate.'

At the bottom right of the window are 'Close' and 'Help' buttons.

Manage Control Numbers

To add control numbers for assignment click on the Add button on the bottom left.

Manage Puerto Rico Control Numbers

Select a Form Type to limit the list
 All 480.6A 480.7
 499R-2 480.6B 480.7C

NOTE: These Control Numbers are only valid for Tax Year 2015

EIN	Range Type	Form Type	Range Start	Range End	Range Total
55-1234567	Originals	480.6A	00000001	00000010	10
55-1234567	Originals	480.6B	00000011	00000020	10
55-1234567	Originals	480.7	00000021	00000030	10
55-1234567	Originals	480.7C	00000031	00000040	10
55-1234567	Originals	499R-2	00000041	00000050	10
55-1234567	Originals	499R-2	49900001	499000100	100

< >

+ Add **▲** Change **■** Delete **↻** Close

Fill out this screen with the appropriate information. Please note there are different sets of control numbers for Originals and Corrections for each form type. Once you are completed please click Save.

Record will be Added

These control numbers are only valid for Tax Year 2015

Range Type
This range is valid for: Originals Corrections

Issued to EIN: Form Type:

Range Start: Range End:

Number of forms that can be submitted in this range:

Save Cancel

Assign Original/Amended Control Numbers

Once control numbers are added and forms have been imported in a pending status, you must assign the control numbers prior to file and print. Simply, check the box for the form type(s) you want to assign and then click OK.

Assign Control Numbers to Puerto Rico Forms

Unique Control Numbers are required for all Puerto Rico forms, and must be assigned specifically to you by the Hacienda. Contact the Hacienda for more information or to obtain any initial or additional Control Numbers.

Before you can begin using this process to assign Control Numbers to your Puerto Rico forms, you must enter all of your EIN/Form Type/Control Number ranges into Pro.

Check each Puerto Rico Form Type that should be processed at this time

Process 480.6A Income not subject to withholding

Process 480.6B Income subject to withholding

Process 480.7 Individual Retirement Account

Process 480.7C Retirement Plans and Annuities

Process 499R-2 Withholding statement


NOTE - Only PENDING forms without a number can have numbers assigned.
- Forms with previously assigned numbers are NOT affected.

You will receive a confirmation of how many control numbers are assigned. Click OK to acknowledge and continue.

Administrator

Pro1099.Form480_6A Control Number processing complete.

Forms processed/evaluated: 1
Control Numbers assigned: 1

 NOTE: If the two numbers are different, there were forms without Control Numbers whose EIN did not match any ranges entered into Pro. Run the Control Number Summary report to view the overall status of your Puerto Rico forms.

View/Print Control Number Report

To keep track of your Control Numbers you can print/view a report with the below information.

Date: 2/16/16		Puerto Rico Control Numbers Summary Report				Page: 1	
Time: 8:21AM		Tax Year 2015					
Statistics for Form 480.6A							
<u>Total Forms</u>	<u>Have Cntl#</u>	<u>Missing #</u>	<u>Duplicates</u>	<u>Bad Format</u>			
5	5	0	0	0			
All Control Number Ranges for Form 480.6A							
<u>Form</u>	<u>EIN</u>	<u>Range From</u>	<u>Range Thru</u>	<u>Total</u>	<u>Used</u>	<u>Available</u>	<u>Highest Used</u>
480.6A	55-1234567	000000001	000000010	10	5	5	000000005
Total 480.6A Control Number Ranges: 1							

III - Electronic Filing Puerto Rico Tax Forms

Select Electronic Filing under Filing & Corrections from the left menu and you will be prompted by the below pop-up screen. Select the applicable group then click OK.

The dialog box is titled "Select the 2015 Forms Type" and contains the instruction: "Please select the type(s) of 2015 tax forms to be processed for Electronic File Generation...". Below this, there is a section titled "Select The Type Of Forms To Process" with three radio button options:
1. 1098/1099/5498/W-2G, 1097-BTC/3921/3922, 1095-B/1095-C (ACA) & Puerto Rico 480.6A/6B/7/7C (highlighted in yellow)
2. 1042-S
3. W-2/W-2C and 499R-2/W-2PR (highlighted in yellow)
At the bottom is an "OK" button with a checkmark icon.

Click on the Create State Subset Files button, then click on Create Puerto Rico Files from its sub dropdown menu. This will begin the e-filing wizard. Please follow the onscreen instructions.

The screenshot shows a button labeled "Create State Subset Files" with a US map icon. A dropdown menu is open, showing three options: "Create State Subset Files", "Create 1099-HC XML Files", and "Create Puerto Rico Files" (highlighted in yellow).

Grouping by EIN is optional. For late original filings are amendments, 1099 Pro recommends to Group by EIN to prevent file submission rejection by the Hacienda. (Note: this is an upcoming feature, currently as of v2015.14.10, It is hard-coded to group by EIN and this screen is not part of the wizard.)

The wizard window is titled "1099 Pro State Subset File Wizard" and has a sub-header "Specify How Filers are Grouped...". Below the sub-header is the instruction: "Select whether to group Filers by EIN or to process by each PCode". The main section is titled "Grouping by EIN..." and contains a paragraph: "This is a new feature/option for Tax Year 2015. All previous versions of Corporate Suite used the default selection 'Do not group by EIN'." Below this is a section titled "Filer Grouping Options" with two radio button options:
1. Do not group by EIN (highlighted in yellow)
Filers with the same EIN, but different PCodes, will not be consolidated into a single Payer record.
2. Group by EIN
Grouping by EIN allows you to consolidate a group of Filers that have the same EIN, but different PCodes, under a single Payer record. Please check this option if a state requires that all submissions, for one EIN, be made in a single Payer record.
At the bottom are four buttons: "Back", "Next", "Cancel", and "Help".

Fill out the form then click Apply Confirmation Number:

Update Tracking Information for this Session

Filing Session ID: Session Date: Form Types:

Subset State:

Filename as created:

Puerto Rico Filing Confirmation Number:

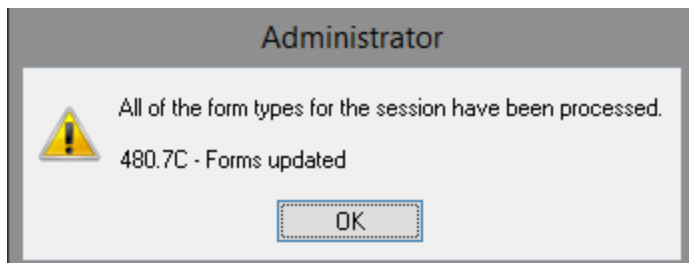
Date uploaded to the Hacienda: at

Session submittal/upload result:
 Unknown/not set yet Accepted Rejected

Date accepted or rejected: at

* A confirmation number is REQUIRED for all Puerto Rico forms BEFORE they are printed! (Format: 1 letter + 6 digits)

You will receive a confirmation message, click OK to acknowledge and continue. The click Save to update the tracking for that session.



You will now see the tracking information update.

Details for the selected Session

Transmittal Type: **Originals** Test File: **NO**

File Name/Desc: **C:\1099 Pro\Pro99CS\MagFiles\Puerto Rico-785764200739.zip**

Transmitter Name 1:
Transmitter Name 2:

Tracking ID: **W123456** Submitted on: **2/16/2015 at 8:59AM**
Status: **Accepted** Status set on: **2/16/2015 at 9:02AM**

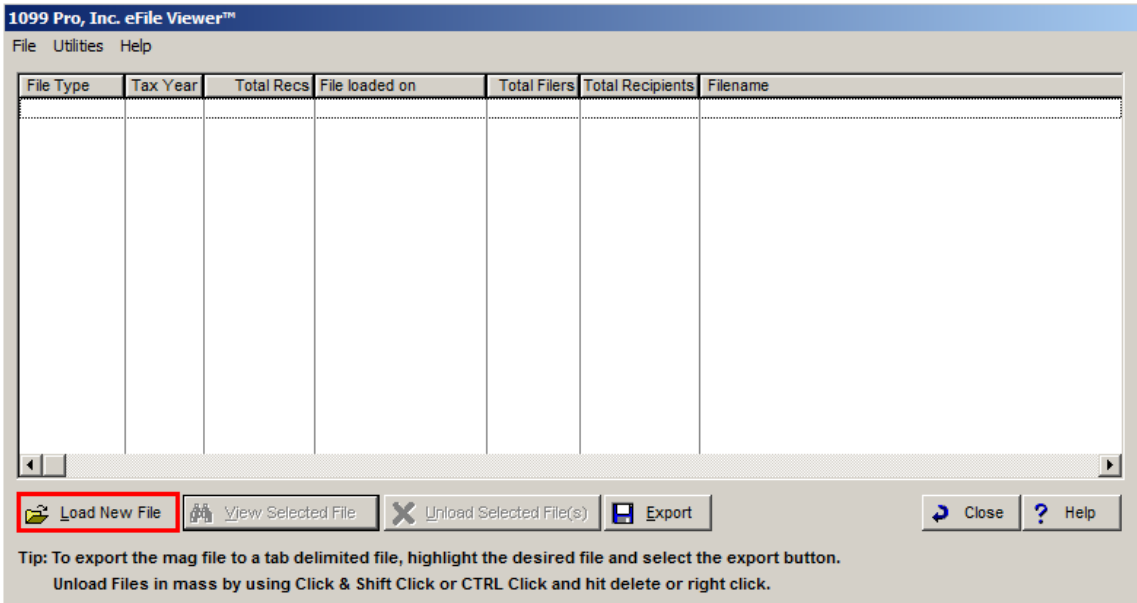
[V - Printing Puerto Rico Tax Forms](#)

The printing functionality is the same as the rest of the forms in the software. Please refer to main help file.

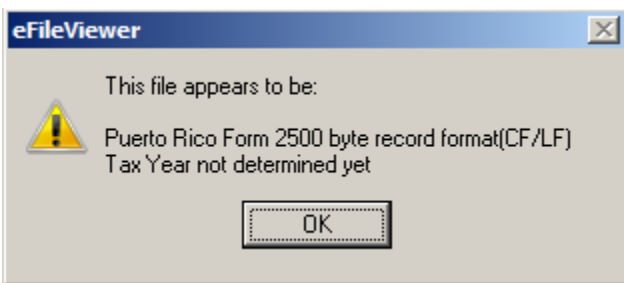
[VI – eFile Viewer and Editor](#)

Locate 1099 Pro Corporate Suite eFile Viewer in your start menu and launch the application.

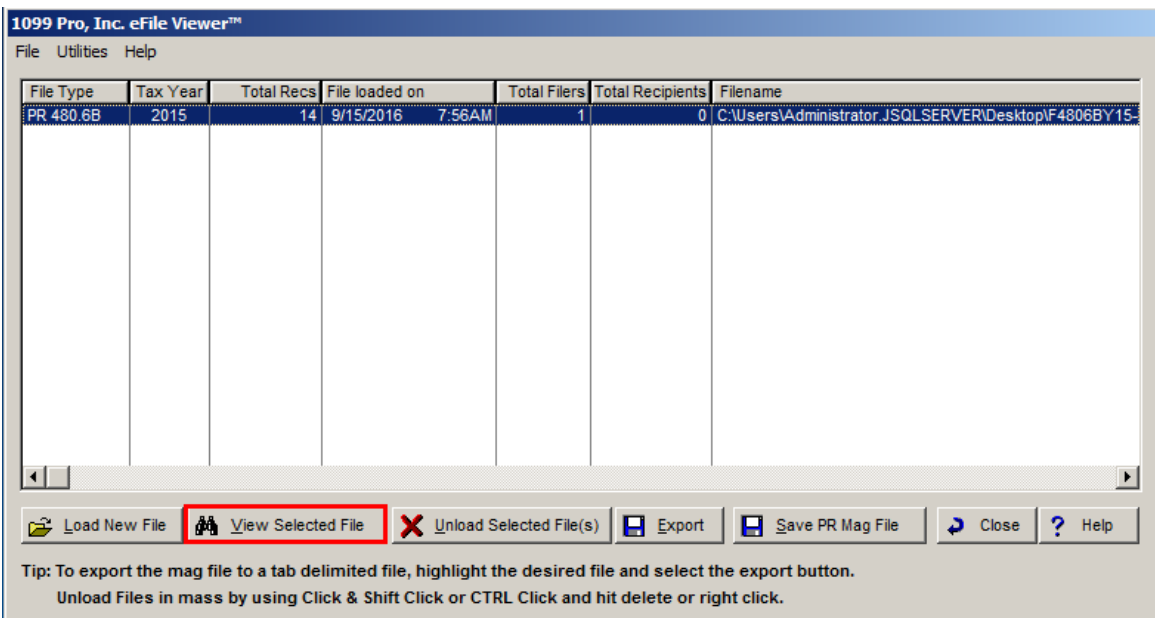
Click on Load New File at the bottom left of the screen and select your 480.6B transmittal file.



You will get a notification of what the file type is. Click OK to acknowledge the message.



Highlight the file and then click View Selected File.



Highlight the B1 Rec Type from the left and start scrolling down until you see the monthly payments highlighted in green.

1099 Pro, Inc. eFile Viewer™

Tax Year: **2015** File Type: **PR 480.6B** Total Records: **14** Replacement Test File

Filers: **1** Recipients: **0**

Transmitter Detail:
Current File: **C:\Users\Administrator.JSQL SERVER\Desktop\F4806BY15-672252252 (3195708).TXT**

Rec Type	Mag Data
SU	SU652226622099IRS Sub
PA	PA2015 6722522523P002
B1	000000000 810 2015
05	000000000 320 2015

Record Sequence: **3**
Type of Record: **480.6B.1 Detail (Fields that can be edited are highlighted in green)**

From	Thru	Size	Field Name	Field Value
1292	1303	12	AMOUNT_PAID_TOT_PART1	000000569000
1304	1315	12	TAX_WITHHELD_TOT_PART1	000000550000
1316	1327	12	TAX_DEPOSITED_TOT_PART1	000000550000
1328	1339	12	AMOUNT_PAID_JAN	000000000000
1340	1351	12	TAX_WITHHELD_JAN	000000000000
1352	1363	12	TAX_DEPOSITED_JAN	000000000000
1364	1375	12	DIFFERENCE_JAN	000000000000
1376	1387	12	AMOUNT_PAID_FEB	000000000000
1388	1399	12	TAX_WITHHELD_FEB	000000000000
1400	1411	12	TAX_DEPOSITED_FEB	000000000000
1412	1423	12	DIFFERENCE_FEB	000000000000
1424	1435	12	AMOUNT_PAID_MAR	000000000000
1436	1447	12	TAX_WITHHELD_MAR	000000000000
1448	1459	12	TAX_DEPOSITED_MAR	000000000000
1460	1471	12	DIFFERENCE_MAR	000000000000
1472	1483	12	AMOUNT_PAID_APR	000000000000
1484	1495	12	TAX_WITHHELD_APR	000000000000
1496	1507	12	TAX_DEPOSITED_APR	000000000000
1508	1519	12	DIFFERENCE_APR	000000000000
1520	1531	12	AMOUNT_PAID_MAY	000000000000
1532	1543	12	TAX_WITHHELD_MAY	000000000000
1544	1555	12	TAX_DEPOSITED_MAY	000000000000
1556	1567	12	DIFFERENCE_MAY	000000000000
1568	1579	12	AMOUNT_PAID_JUN	000000000000
1580	1591	12	TAX_WITHHELD_JUN	000000000000
1582	1593	12	TAX_DEPOSITED_JUN	000000000000

Recipient Mag Data

View as Field List View as Text

Commit Changes Close Help

Click on the field you want to edit, enter the value and click Save This Change at the bottom. Repeat this process to any other fields that are highlighted in green that you wish to edit.

eFileViewer

Edit Field Value

Enter the new value and save your changes.

Field Name: AMOUNT_PAID_JAN

Field Value: 100.00

This field is a decimal value 12.2

Save This Change Discard Changes

Once you are finished making your edits click on Commit Changes and you will get a confirmation message that the changes have been committed.

1099 Pro, Inc. eFile Viewer™

Tax Year: **2015** File Type: **PR 480.6B** Total Records: **14** Replacement Test File

Filers: **1** Recipients: **0**

Transmitter Detail:
Current File: **C:\Users\Administrator.JSQLSERVER\Desktop\F4806BY15-672252252 (3195708).TXT**

Rec Type	Mag Data
SU	SU652226622099IRS Sub
PA	PA2015 6722522523P002
B1	000000000 810 2015
05	000000000 320 2015

Record Sequence: 3
Type of Record: **480.6B.1 Detail (Fields that can be edited are highlighted in green)**

From	Thru	Size	Field Name	Field Value
1292	1303	12	AMOUNT_PAID_TOT_PART1	000000569000
1304	1315	12	TAX_WITHHELD_TOT_PART1	000000550000
1316	1327	12	TAX_DEPOSITED_TOT_PART1	000000550000
1328	1339	12	AMOUNT_PAID_JAN	000000010000
1340	1351	12	TAX_WITHHELD_JAN	000000000000
1352	1363	12	TAX_DEPOSITED_JAN	000000000000
1364	1375	12	DIFFERENCE_JAN	000000000000
1376	1387	12	AMOUNT_PAID_FEB	000000000000
1388	1399	12	TAX_WITHHELD_FEB	000000000000
1400	1411	12	TAX_DEPOSITED_FEB	000000000000
1412	1423	12	DIFFERENCE_FEB	000000000000
1424	1435	12	AMOUNT_PAID_MAR	000000000000
1436	1447	12	TAX_WITHHELD_MAR	000000000000
1448	1459	12	TAX_DEPOSITED_MAR	000000000000
1460	1471	12	DIFFERENCE_MAR	000000000000
1472	1483	12	AMOUNT_PAID_APR	000000000000
1484	1495	12	TAX_WITHHELD_APR	000000000000
1496	1507	12	TAX_DEPOSITED_APR	000000000000
1508	1519	12	DIFFERENCE_APR	000000000000
1520	1531	12	AMOUNT_PAID_MAY	000000000000
1532	1543	12	TAX_WITHHELD_MAY	000000000000
1544	1555	12	TAX_DEPOSITED_MAY	000000000000
1556	1567	12	DIFFERENCE_MAY	000000000000
1568	1579	12	AMOUNT_PAID_JUN	000000000000
1580	1591	12	TAX_WITHHELD_JUN	000000000000
1582	1593	12	TAX_DEPOSITED_JUN	000000000000

View as Field List View as Text

You will return to the main screen, highlight the modified file and click Save PR Mag File.

1099 Pro, Inc. eFile Viewer™

File Utilities Help

File Type	Tax Year	Total Recs	File loaded on	Total Filers	Total Recipients	Filename
PR 480.6B	2015	14	9/15/2016 7:56AM	1	0	C:\Users\Administrator.JSQLSERVER\Desktop\F4806BY15-

Tip: To export the mag file to a tab delimited file, highlight the desired file and select the export button.
Unload Files in mass by using Click & Shift Click or CTRL Click and hit delete or right click.

You will get a confirmation message the edited file has been created and saved to your Desktop.

Administrator



Your modified/edited Electronic Magmedia File has been created.



The newley created file name and location is :

C:\Users\Administrator.JSQLSERVER\Desktop\F4806BY15-672252252 (3195708) (Edited).TXT

OK