# How to Import 1099-S Data in W2 Mate

Note: In order to use this feature you must purchase and enable W2 Mate Option #3 to import

Make sure you have the correct Company open inside W2 Mate

- 1. Click Import Data
- 2. Select Other Forms (CSV Excel)
- 3. Select Click 1099-S

If you need help converting your Excel to a CSV please see "Creating a CSV from an Excel Spreadsheet" at the bottom of this tutorial

Example Compa	iny - W2 Mate (2017)							
Company Tools	Import Data Amount Data E-Filing IRS & SSA Instructions Quality	Control 1099 Emailer Help Ord	der Supplies					
Shortcuts	W2 Forms (CSV – Excel)							
	1099-MISC Forms (CSV – Excel)	Cli	ck Import Data 1					
	1099-INT Forms (CSV – Excel)			-				
	1099-DIV Forms (CSV – Excel)	Select Othe	Select Other Forms (CSV-Excel) 2					
Company	1099-R Forms (CSV – Excel)							
	Other Forms (CSV – Excel)	<ul> <li>1099-S Forms</li> </ul>	Select 1099-S	٦				
2	From QuickBooks (W2 and/or 1099 Data)	1099-A Forms 1099-B Forms	Forms 3					
Employee	From Sage 50 / Peachtree (1099 Data)	1099-C Forms						
	From Microsoft Dynamics GP (1099 Data)	1099-PATR Forms						
i i i i i i i i i i i i i i i i i i i	From Microsoft Dynamics GP (W-2 Data)	1099-OID Forms						
1099 & 1098 Re	From Sage DacEasy (1099 Data)	1098-T Forms						
1035 & 1038 He	From Sage DacEasy (W-2 Data)	1098 Forms						
W-2	From W-2 Electronic Filing Format (EFW2 Format)	1099-K Forms						
	From 1099 Electronic Filing Format (Publication 1220 Format)	PZ0174EXample						
W2 Forms	From Payroll Mate Software (W-2 Data)							
	From Payroll Mate Software (1099 Data)	Clear						
W-3	Email Addresses	•						
W3 Form	Company(s) Information (CSV – Excel)							
1099 & 1098 F	You can create a new company by selecting "Company > New You can open a different company by selecting "Company > Op		W2 MATE 201	7				
1096 Form								

This will open the Import 1099-S Forms wizard

4. To get detailed help with the import process, click on the Data Import Help button

Note: CSV files typically use a comma separator. Leave the separator options to default unless otherwise specified.

5. Click Browse to select the correct CSV data file to import

a. Once you select the input file you should see a preview for the contents of the file

Note: The first row is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) in the file and should contain the same number of fields (columns) as the records in the rest of the CSV file.

Example Company - W2 Mat							
Company Tools Import Data	a Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies						
Shortcuts General Information W3 Information 1096 Information							
	Employer's Name / Filer's Name: Example Company Detailed Import Help 4						
Company	Import 1099-S Forms						
₹	CSV (comma separated value) is the most common format used in order to transfer data between different types of databases. Most software and database applications will allow you to export W2 and 1099 data into CSV format, which can then be imported into W2 Mate. Excl. for example exports data to CSV . The first row in the CSV file is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) .						
Employees	To read detailed instructions for importing data into W2 Mate and for possible fields for the CSV file click the button to the right : Data Import Help						
<b>iii</b> i	(1) Step One: Set Separator Options           Fields are separated by:         Comma         , Text Delimitation Could be and the provide on						
1099 & 1098 Recipients	(2) Step Two: Set Input Text or CSV File						
W2 Forms	File: Y: \Angela' Data Preview 5a  Browse Allow Duplicate Recipient IDs (3) Step Three: Set Fields (Columns)						
	Define each field by clicking on the c lumn headers. The default for each field is "Unused", which means the field will be ignored during the import process.						
W-3	To use the same field mapping you wed before click: Use Previous Field Mapping To clear previous mapping click: Clear Previous Mapping						
W3 Form	Unused TRANSFEROR'S name (Line One) TRANSFEROR'S name (Line Two) Street address (including apt. no.)						
Wo Tohin	Header TRANSFEROR'S identification # TRANSFEROR'S name (line one) TRANSFEROR'S name (line two) TRANSFEROR'S Address						
	1 524-96-7422 John Doe 65 Rose Rd.						
1099							
1099 & 1098 Forms							
	۲ <u>ــــــــــــــــــــــــــــــــــــ</u>						
	Import Close						
1096 Form							

### 6. Map your fields

When mapping your columns, click the word "Unused" for each column and select the correct column description to use for mapping the data

a. Map data by LEFT clicking the mouse on each column and select the correct column data

	General Information W3 Information 1096 Information					
	Employer's Name / Filer's Name: Example Company					
Company	Import 1099-S Forms					
Employees	CSV (comma separated value) is the most common format used in order to transfer data between different types of databases. Most software and database applications will allow you to export W2 and 1099 data into CSV format, which can then be imported into W2 Mate. Excel for example exports data to CSV. The first row in the CSV file is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) To read detailed instructions for importing data into W2 Mate and for possible fields for the CSV file click the button to the right :  Data Import Help  (1) files Open 6 to Community Detained					
i	(1) Step One: Set Separator Options Last Row Number to Read from File Only use if you do not want to read all rows form the input file					
1099 & 1098 Recipients	(2) Step Two: Set Input Text or CSV File					
W2 Forms	File:       Y:\Angela\W2 MATE\CSV examples\1099-S-Data.csv       Browse       Image: Comparison of the comparison					
	To use the same field mapping you used before dick: Use Previous Field Mapping To gear previous mapping dick: Clear Previous Mapping					
W-3						
W-3 W3 Form	Unused TRANSFEROR'S name Recipient Information TRANSFEROR'S identification number TRANSFEROR'S identification # TRANSFEROR'S name Recipient Information / TRANSFEROR'S identification number TRANSFEROR'S name Line One) TRANSFEROR'S name Line One) TRANSFEROR'S name Line Two) Street address (including apt. no.)					

D Example Company - W2 Mate (2017) Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies								
Company roots importivata exportivata e-rilling inside solutions quality Control 1099 emailer rileip. Order supplies								
Shortcuts	General Information W3 Information 1096 Information Employer's Name / Filer's Name: Example Company							
Company	Import 1099-S Forms							
A.	CSV (comma separated value) is the most common format used in order to transfer data between different types of databases. Most software and database applications will allow you to export W2 and 1099 data into CSV format, which can then be imported into W2 Mate. Excel for example exports data to CSV . The first row in the CSV file is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) . To read detailed instructions for importing data into W2 Mate and for possible fields for the CSV file click the button to the right : Data Import Help							
1099 & 1098 Recipients	(1) Step One: Set Separator Options          Fields are separated by:       Comma       , Text Delimiter:       Double       *       Only use if you do not want to read all rows form the input file							
W2 Forms	(2) Step Two: Set Input Text or CSV File         File:       Y:\Angela\W2 MATE\CSV examples\1099-S-Data.csv         Browse       Browse         (3) Step Three: Set Fields (Columns)							
W-3	Define each field by dicking on the column headers. The default for each field is "Unused", which means the field will be ignored during the import process. To use the same field mapping you used before dick: Use Previous Field Mapping To dear previous mapping dick: Clear Previous Mapping							
W3 Form	TRANSFEROR'S identification number TRANSFEROR'S name (Line One) TRANSFEROR'S name (Line Two) Street address (including apt. n							
	Header         TRANSFEROR'S identification #         TRANSFEROR'S name (line one)         TRANSFEROR'S name (line two)         TRANSFEROR'S Address           1         524-96-7422         John Doe         65 Rose Rd.         65 Rose Rd.							
1099 1099 & 1098 Forms	Click Import 7							
1096 Form								

7. When you have all the fields mapped, Click Import

Note: The most common error during import is duplicate or incorrectly formatted 1099-S data. The import engine in W2 Mate uses a highly advanced detection system which can identify and report the most common import data errors BEFORE the data is imported.

If you receive any errors in regards to the data in the CSV file, you will need to open the CSV file, make the needed corrections, resave the CSV file, then import the corrected file into W2 Mate.

Corrections cannot be made on the panel above, this is a mapping utility only not an editor.

- 8. When you receive the Data Import completed successfully Click OK
- 9. Click Close to exit the 1099-S Import wizard

Example Company - W2 Mate	
Company Tools Import Data	Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies
Shortcuts Company	General Information       W3 Information       1096 Information         Employer's Name / Filer's Name:       Example Company         bort 1099-S Forms       Example Company
<u>&amp;</u>	V (comma separated value) is the most common format used in order to transfer data between different types of databases. Most software and database plications will allow you to export W2 and 1099 data into CSV format, which can then be imported into W2 Mate. Excel for example exports data to CSV . e first row in the CSV file is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) . read detailed instructions for importing data into W2 Mate and for possible fields for the CSV file click the button to the right : Data Import Help
1099 & 1098 Recipients	1) Step One: Set Separator Options Last Row Number to Read from File Only use if you do not want to read all rows form the input file 2) Step Two: Set Input Text or CSV File W2 Mate (2017)
W2 Forms	File: Y:\Angela\W2 MATE\CSV examples\; 3) Step Three: Set Fields (Columns) Define each field by clicking on the column hea
W-3	TRANSFEROR'S identification number TRANSFEROR'S name (Line One) TRANSFEROR'S name (Line Two) Street address (including apt. n
W3 Form	Header TRANSFEROR'S identification # TRANSFEROR'S name (line one) TRANSFEROR'S name (line two) TRANSFEROR'S Address
1099	1 524-96-7422 John Doe 65 Rose Rd.
1099 & 1098 Forms	Click Close 9
1096 Form	Import

Your new recipients and their 1099-S data are now saved in W2 Mate

## Creating a CSV (Comma Separated Value) from an Excel Spreadsheet

Note: In order to import your recipient 1099/1098 data into W2 Mate, the data must be in a CSV format

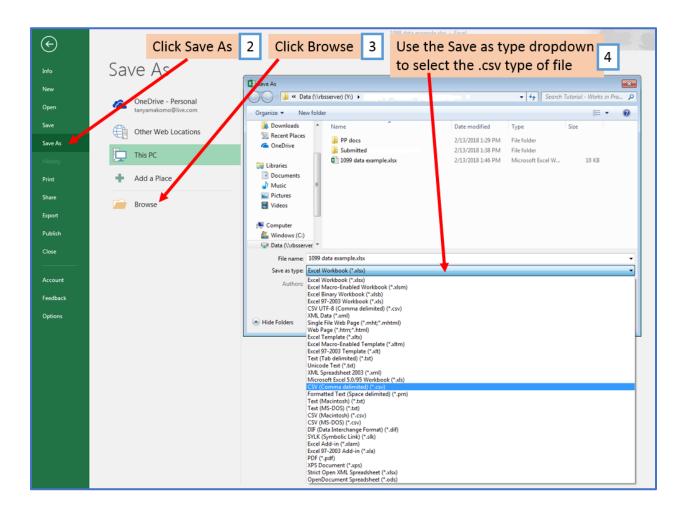
### Open the correct 1099/1098 Data Excel File

1. Click File from the top menu bar

E	☐ S→ Click File 1									
F	File Fiome Insert Page Layout Formulas Data Review View Help Q Tell me what you want to do									
Pa:	Lange Steel Lange Steel Lang					€.0 .00 Cond	itional Format as atting ← Table ←	Iormal		
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AS	A5 $\checkmark$ : $\times \checkmark f_{x}$									
	А	В	С	D	E	F	G	н		
1	Recipient's ID #	Recipient's name line 1	Recipient's name line 2	Recipient's address 1	Recipient's address 2	Recipient's city	Recipient's state	Recipient's zip		
2	999887777	Sally Sample		101 Main		Chicago	IL			
3	777889999	John Doe		505 State		Chicago	IL			
4	111223333	Tim Test		123 Street		Orland Park	IL			
5										
6										
7										

- 2. Click Save As
- 3. Click Browse to select location to save file
- 4. Use the drop down to select the correct "Save as type" for the file

Note: There may be several different CSV formats to choose from For W2 Mate, the correct format type is "CSV (Comma delimited) (\*.csv)"



### 5. Click Save

X Save As								<b>—</b> ×	
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This is the file you will choose when importing your data into W2 Mate