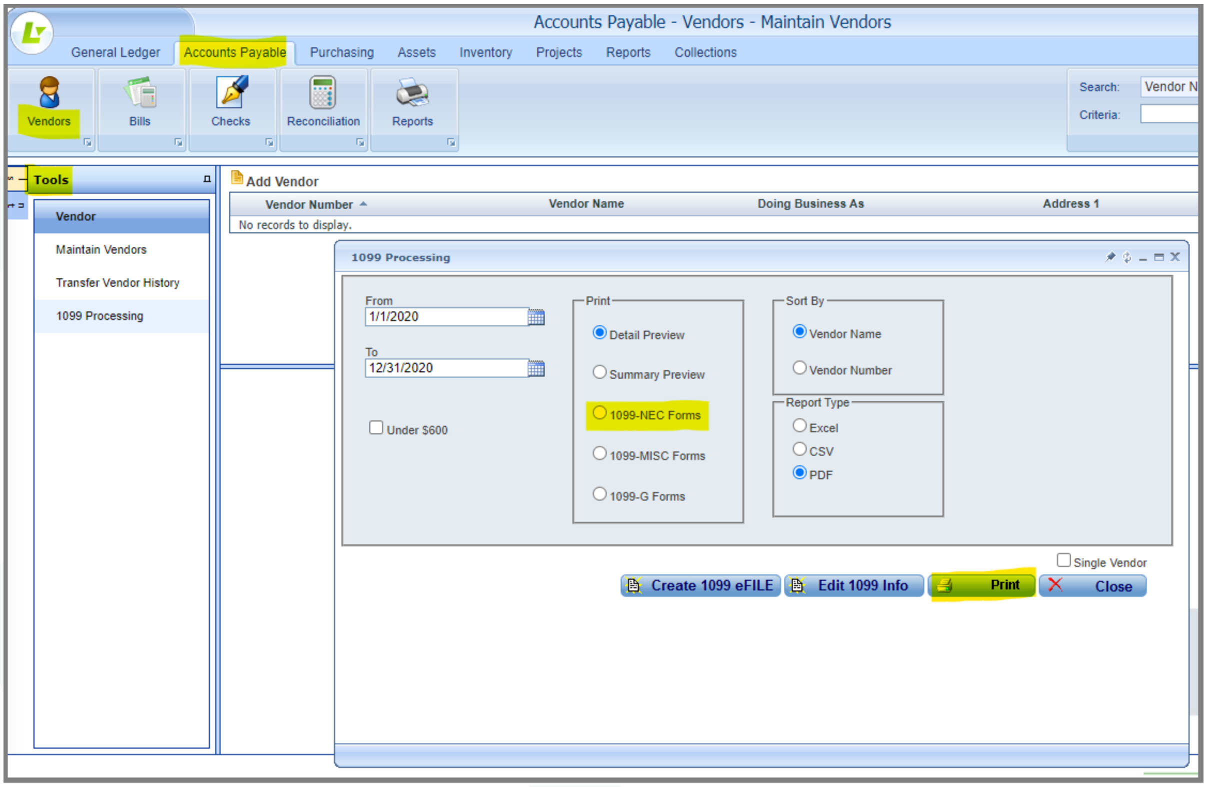
Calendar Year End 1099 Processing

- 1099 Laser 2 up forms will be needed. From 5110 Misc or appropriate form for 1099 type. Free IRS forms will not work as they are not Laser forms.
- Per regulations Non-Employee Compensation (previously called Miscellaneous on Logics Option) will be reported on the 1099-NEC form.
- There is an option for 1099-G – Tax Refunds. This option does require tracking of the Refund Year.
- Check your Organization information (System Console > Organization) and review the name, address, ID numbers and phone number.

1099 Processing

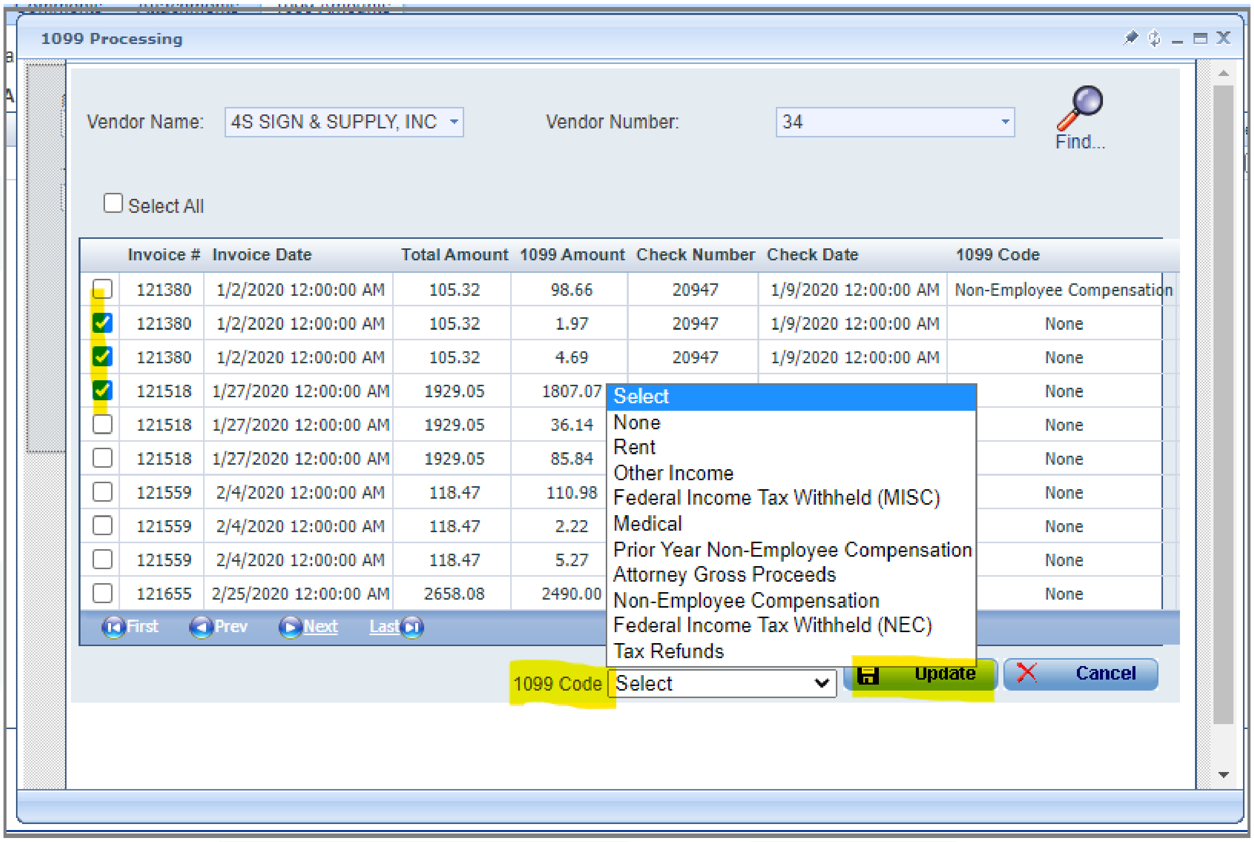
Accounts Payable > Vendors > Tools > 1099 Processing

- In the print section there are options for a Detail or Summary report. You can run these reports to check your totals and make sure that all invoices for a vendor have been coded properly.
- Check the report and make sure there is a valid federal ID or SSN for each vendor.
- The date range selects based on check date.



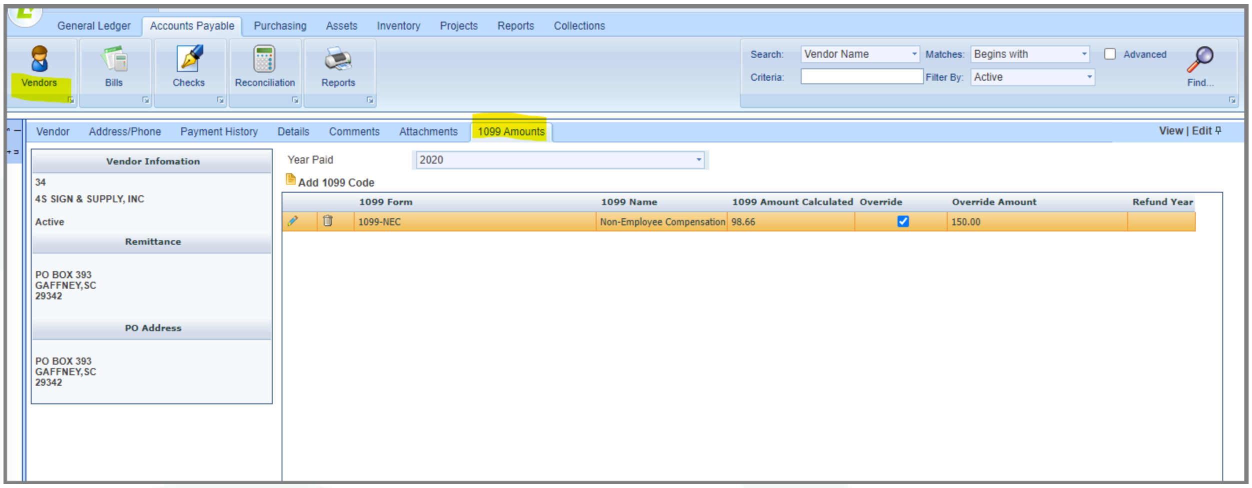
Edit 1099 records

- Only vendors that have a 1099 code selected on their vendor record will show up in the Edit 1099 Info page.
- If invoices were not flagged for 1099 and changes are needed, use the 'Edit 1099 Info' button.
    - Enter the vendor > Select Invoices > Select 1099 Code > Update



Override 1099 totals

- 1099 totals can be viewed from Maintain Vendors>1099 Amounts tab.
- If vendors have been paid and processed outside of Accounts Payable (or you have converted data amounts not included) you can enter an override amount for a vendor.
- Multiple 1009 types can be tracked per vendor.
- The 1099 Amount Calculated and Refund Year are updated from AP entries. (Refund Year is added to the Bills, Purchase Cards and Manual Check entries for Tax Refunds.)
- To enter an override amount, click the pencil icon and enter the total 1099 amount for the type selected. Click the green check mark to save.

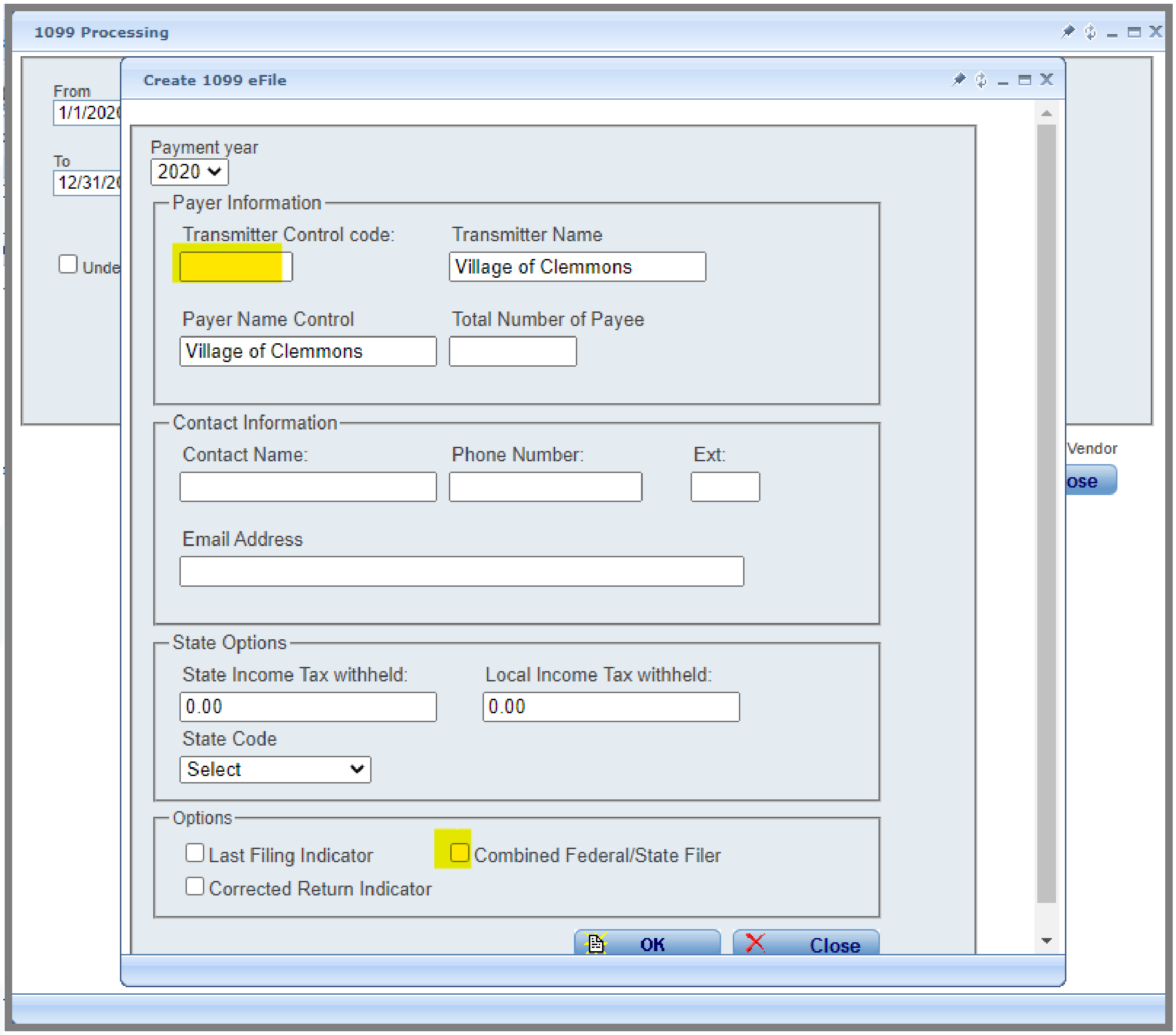


Print the forms

- Each form type will be processed separately.
- Select the form to print, choose to sort by vendor name or number and select report type PDF.
- Print Actual Print Size, Scale 100 **NOT Fit to Page** when printing 1099 forms.

Create eFile

- You need a TCC number to file forms electronically. The transmitter control code is from the IRS.
- After the forms have been printed and all totals are correct the eFile can be created.
- One eFile is created for all 1099 types.
- Click on 'Create 1099 eFile'
- If filing to the state separately the Combined Federal/State File should not be checked.
- The Combined Federal/State File box should be checked if you plan to have the IRS file to the state.
- Fill in the remaining information on the form and click OK.



See IRS Publication 1220 or specifications for filing forms electronically.

Should you need assistance please email support at support@edmundsgovtech.com or call 919-232-2378.