

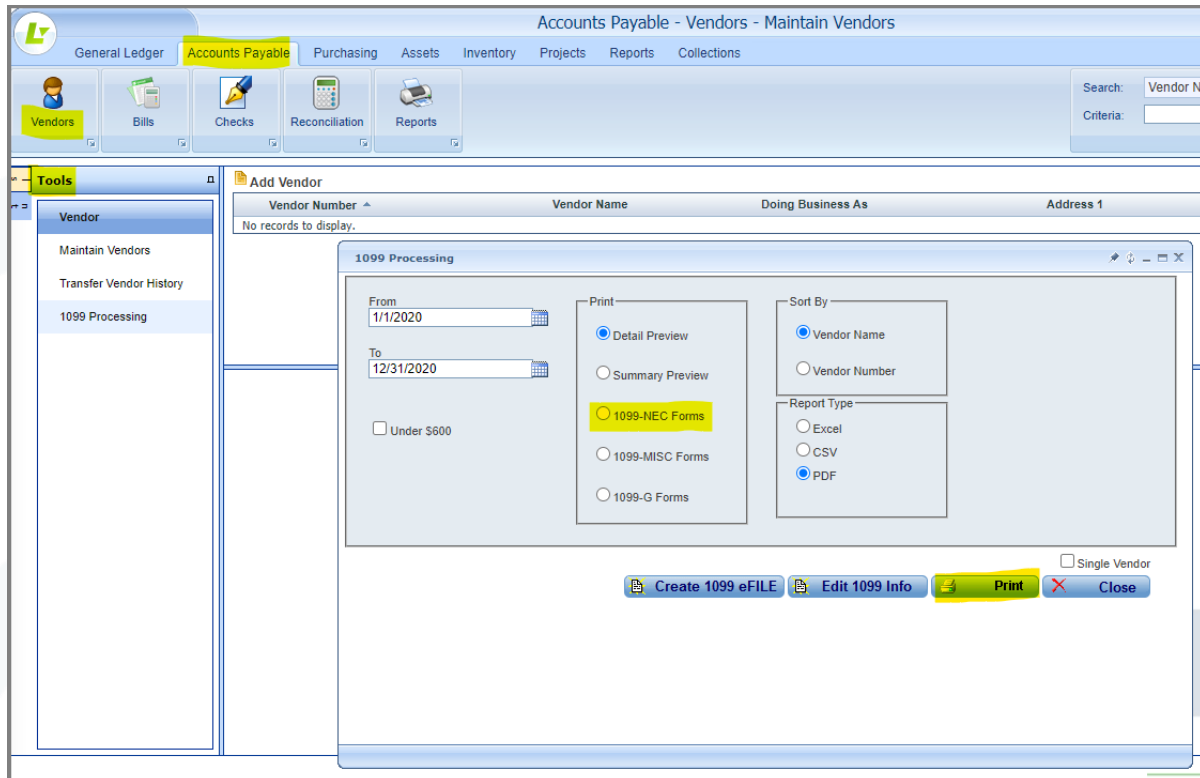
## Calendar Year End 1099 Processing

- 1099 Laser 2 up forms will be needed. Form 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

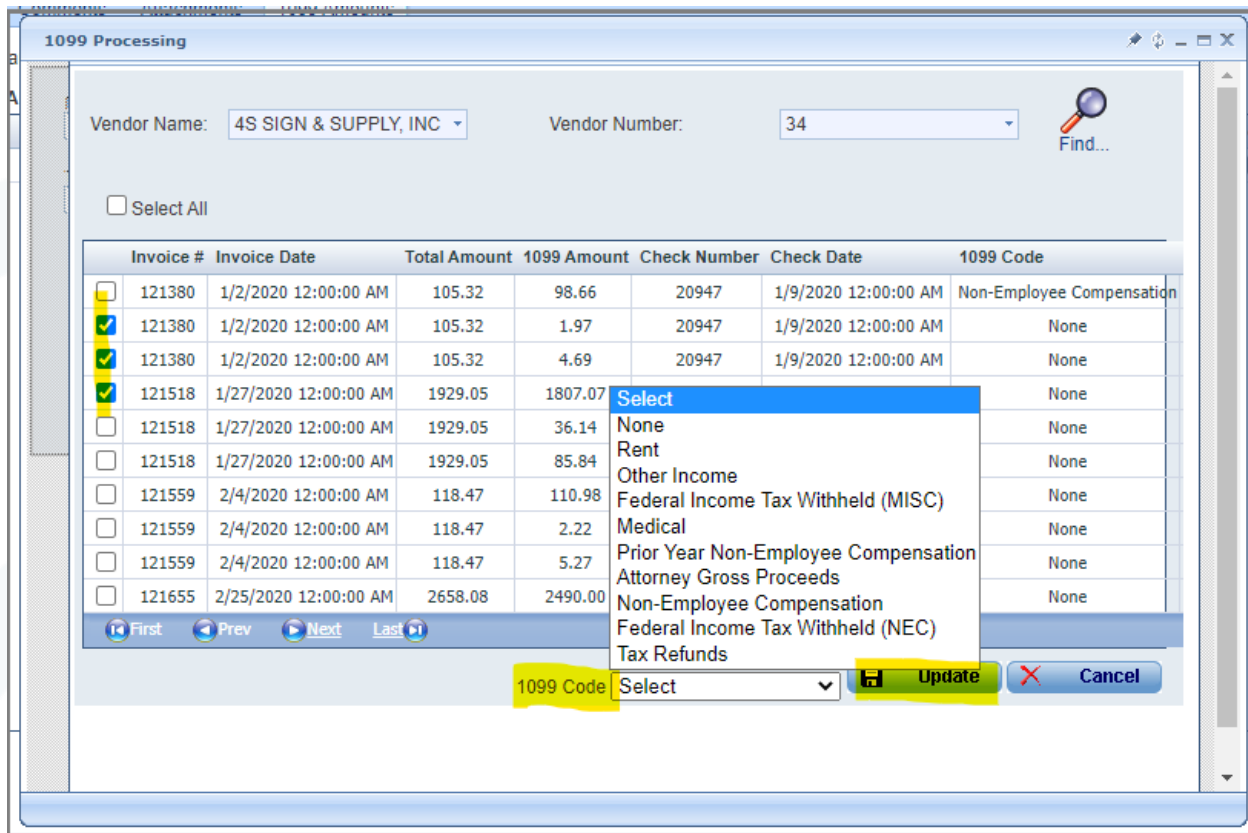
Accounts Payable > Vendors > Tools > 1099 Processing

- 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.



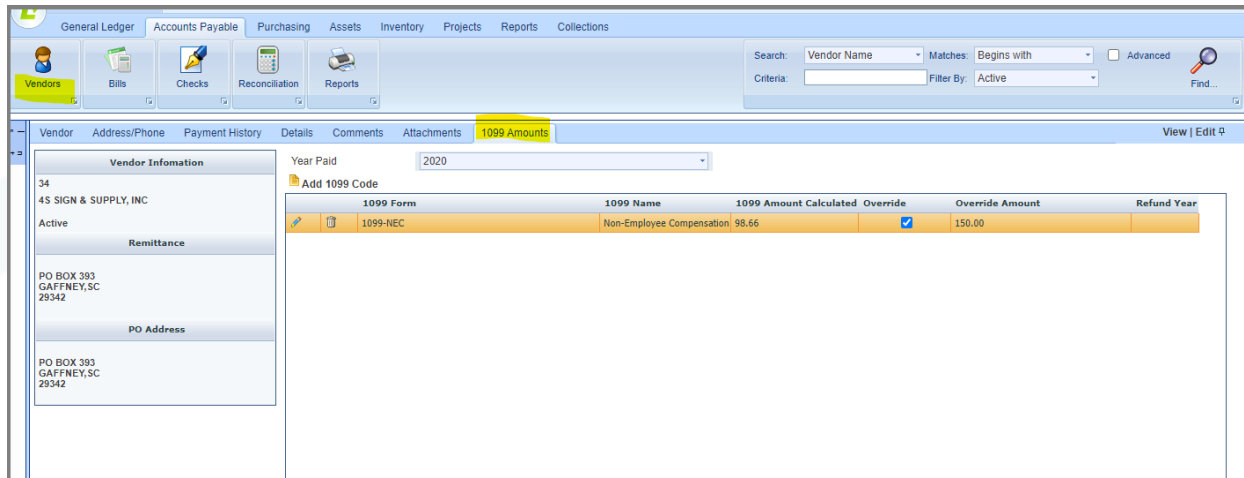
## Edit 1099 records

- 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 1099 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.

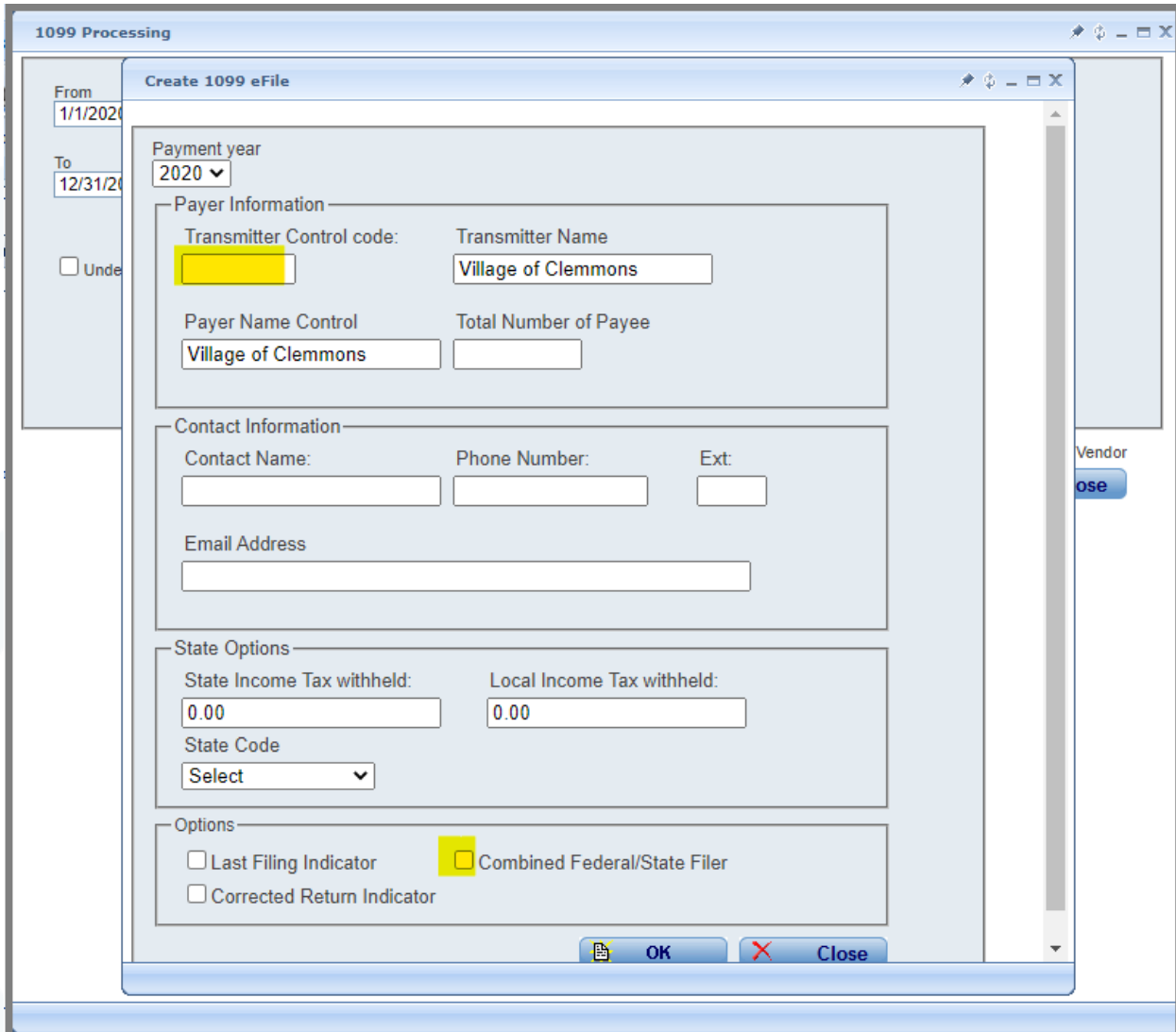


### Print the forms

- 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.



The screenshot shows a software window titled "1099 Processing" with a sub-window "Create 1099 eFile". The sub-window has a "From" date of 1/1/2020 and a "To" date of 12/31/2020. The "Payment year" is set to 2020. The "Payer Information" section includes a "Transmitter Control code" field (highlighted in yellow), a "Transmitter Name" field with the value "Village of Clemmons", a "Payer Name Control" field with the value "Village of Clemmons", and a "Total Number of Payee" field. The "Contact Information" section includes "Contact Name", "Phone Number", "Ext.", and "Email Address" fields. The "State Options" section includes "State Income Tax withheld" (0.00), "Local Income Tax withheld" (0.00), and a "State Code" dropdown menu set to "Select". The "Options" section includes checkboxes for "Last Filing Indicator", "Corrected Return Indicator", and "Combined Federal/State Filer" (which is checked and highlighted in yellow). The dialog box has "OK" and "Close" buttons at the bottom.

See IRS Publication 1220 or specifications for filing forms electronically.

Should you need assistance please email support at [support@edmundsgovtech.com](mailto:support@edmundsgovtech.com) or call 919-232-2378.