

# How do I Generate 1099 (MISC & NEC) Forms for Calendar Year 2020?

The code for the newly required 1099 NEC Form will be available soon.

(You should receive confirmation, most likely an email, when the update is done.)

For hosted schools, Senior Systems will install it in your production environment.

For self-hosted, or “On Premise” schools, we will place the code on your FTP site and your technical team can install it.

To verify you have the latest code to accommodate the 1099 NEC requirement,

The Report option menu will list the new 1099-NEC option (highlighted below.)

**(If you do NOT see the highlighted option below, then you do not have the latest code)**

Vendor List
Vendor Sheet
Vendor Recurring Charge List
Vendor Product List
Vendor Change Report
Vendor Purchase Summary
Vendor Unpaid Invoices Report
Vendor History Report
Vendor Void History Report
Projected Cash Requirements
Check Register
Check Register By Fiscal Period
1099 Forms
1099-NEC Forms

We have also maintained the ability to generate the 1099 MISC forms for printing:

Rent, Box 1, Other Income Box 3, Medical and Health, Box 6 and Gross proceeds paid to an attorney, now in Box 10, deemed required.

The respective summary 1096 forms are included as part of the updated 1099 process as well.

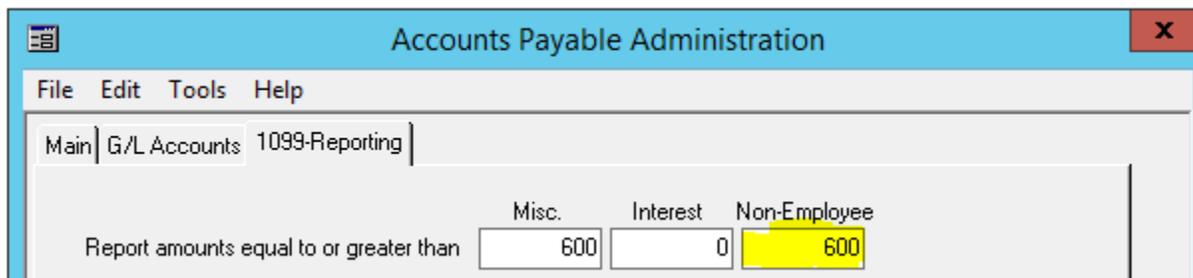
As part of the code update, Accounts payable will change Miscellaneous type vendor and make them

Non-Employee Comp. vendors and will then print on the new 1099 NEC form Box 1 EXCEPT for those currently coded with "Attorney" or "Settlement" in the class code field, these vendors after the update, will be coded to the new 1099 type of "Attorney".

These vendor's 1099 amounts will print in Box 10 of the 1099 MISC form (prior to 2020 it used to be box 14).

**To ensure the new NEC form will print for vendors to whom you've paid \$600.00 or more,** in the Accounts Payable Module, Select File then Administration Maintenance then click on the 3<sup>rd</sup> tab "1099-Reporting"

and code 600 in the Non-Employee box then click [OK] at the bottom of the screen.



The screenshot shows a software window titled "Accounts Payable Administration" with a menu bar (File, Edit, Tools, Help) and a breadcrumb trail (Main | G./L Accounts | 1099-Reporting). Below the breadcrumb, there are three input fields for report thresholds: "Misc." with a value of 600, "Interest" with a value of 0, and "Non-Employee" with a value of 600. The "Non-Employee" field is highlighted in yellow.

	Misc.	Interest	Non-Employee
Report amounts equal to or greater than	600	0	600

After the above has been coded, there are items that should be verified on the vendor record regardless of which 1099 (MISC / NEC) form is to be provided to the vendor.

For example,

**There should only be one 1099 address per 1099 Vendor**

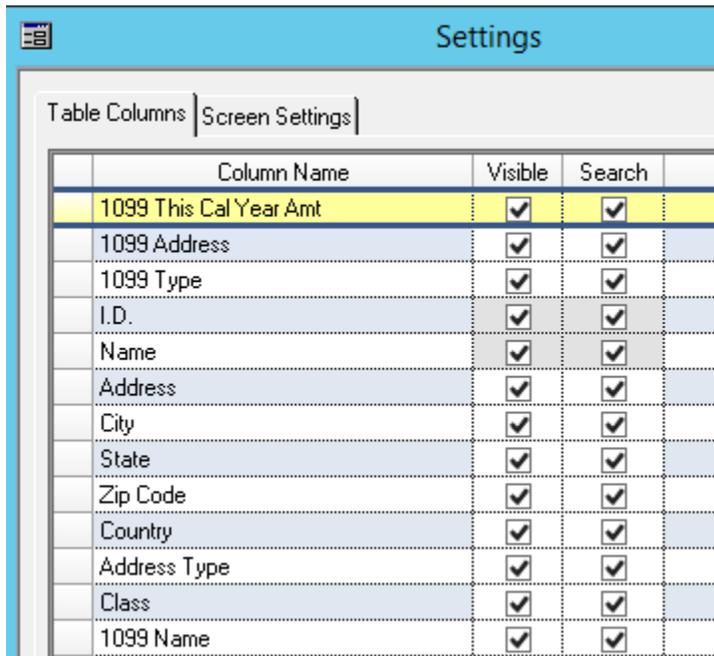
AND

**Each 1099 vendor should have a Fed ID or "T.I.N." Tax identification Number.**

## TO DETERMINE THERE IS ONLY ONE 1099 ADDRESS FOR A 1099 VENDOR

In the Accounts Payable application, click Maintenance > Vendors > Options.

Add the below fields selecting the Visible and Search check boxes then click the [OK] button



Column Name	Visible	Search
1099 This Cal Year Amt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1099 Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1099 Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I.D.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zip Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1099 Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You will then enter the filter results described below

and sort on the **Name** column in the Vendor Maintenance screen.

This will enable you to visually scan the list to ensure that vendors with multiple addresses only have **one** address selected for their 1099 address

(In the below screen shot Don Duplicate would get two (2) 1099 forms)

1 would be mailed to 201 Boston Post Road and 1 to PO BOX 22

Search By  
 Enter I.D.

Filter Results: 1099 This Cal Year Amt  is Greater Than or Equal To  599

Show Addresses: Any

Additional Criteria  
 Go To: Vendor   
 Show Active Only

1099			I.D.	Name	Address	City
This Cal Year A	Address	Type				
1,221.22	<input checked="" type="checkbox"/>	Non-Employee	NEC 1	Tess Ting	4 Wheel Drive	Marlborough
1,000.15	<input checked="" type="checkbox"/>	Other	0000043	Samuel Leon	PO BOX 3	Marlborough
750.22	<input checked="" type="checkbox"/>	Non-Employee	0000485	Rickey Lime	2 Redemption Rock Road	Marlborough
800.18	<input checked="" type="checkbox"/>	Rental	0000599	Reginald Dwight	1972 Rocketman Way	Marlborough
699.13	<input checked="" type="checkbox"/>	Medical & He	0000295	Might as Well Be (Medical bo	BOX 6 of MISC	Marlborough
1,000.22	<input checked="" type="checkbox"/>	Non-Employee	0000476	Michele Valanao	1 Bommerang Way	Marlborough
625.22	<input checked="" type="checkbox"/>	Non-Employee	0000308	Luke Wallace	2003 Anyway Way	Marlborough
1,818.18	<input checked="" type="checkbox"/>	Rental	0000042	Joy Todaworld	77 Tinity Place	Marlborough
25,000.22	<input checked="" type="checkbox"/>	Non-Employee	0000255	Joseph Carpenter	100 We've Only Just Begun W	Marlborough
2,018.18	<input checked="" type="checkbox"/>	Rental	0000292	John Brewman	12 Pack Road	Marlborough
650.87	<input checked="" type="checkbox"/>		0000298	I will NOT get a 1099	1234 Hard top Road	Marlborough
8,000.15	<input checked="" type="checkbox"/>	Other	0000337	Eve Eastly	1 Westerly Way	Marlborough
2,222.22	<input checked="" type="checkbox"/>	Non-Employee	0000426	Don duplicate 1099 adress	201 Boston Post Road East Su	Marlborough
2,222.22	<input checked="" type="checkbox"/>	Non-Employee	0000426	Don duplicate 1099 adress	PO BOX 22	MARLBOROUGH
1,199.22	<input checked="" type="checkbox"/>	Non-Employee	0000575	David John Fitzgerald	12 Main Street	Marlborough
1,313.22	<input checked="" type="checkbox"/>	Non-Employee	0000296	Charle in the box	1 Lake Woebegone Bypass	Marlborough
2,015.15	<input checked="" type="checkbox"/>	Other	0000270	Attorney John Smith	1 Runaway Jury Lane	Marlborough

In this example, and following screen shots, we will remove the 201 Boston Post Road address as a 1099 address.

Click into the Vendor record and highlight the address to be removed as a 1099 address: and click the [EDIT] BUTTON



**Vendor Address** ✕

Vendor Address

Line 1	201 Boston Post Road East	Tel. No.	
Line 2	Suite 701	Fax No.	
Line 3		Website	
City/St/Zip	Marlborough MA 01752	Country	

Contacts

- 
- 
- 

Miscellaneous Information

Address Type: Both

1099 Address

Active Address

**OK** Cancel

The vendor maintenance window still shows Don Duplicate but now the 201 BPR address is no longer a 1099 address and This Vendor will get only one 1099.

Vendor Maintenance Search									
Search By		Additional Criteria							
Enter I.D. <input type="text"/> <input type="button" value="Open"/>		Go To <input type="text" value="Vendor"/>							
Filter Results		1099 This Cal Year Amt		is Greater Than or Equal To		599			
Show Addresses		Any		Refresh List		<input type="checkbox"/> Show Active Only			
1099		I.D.		Name		Address		City	
This Cal Year A	Address	Type							
1,221.22	<input checked="" type="checkbox"/>	Non-Employee	NEC 1	Tess Ting	4 Wheel Drive	Marlborough			
1,000.15	<input checked="" type="checkbox"/>	Other	0000043	Samuel Leon	PO BOX 3	Marlborough			
750.22	<input checked="" type="checkbox"/>	Non-Employee	0000485	Rickey Lime	2 Redemption Rock Road	Marlborough			
800.18	<input checked="" type="checkbox"/>	Rental	0000599	Reginald Dwight	1972 Rocketman Way	Marlborough			
699.13	<input checked="" type="checkbox"/>	Medical & Hea	0000295	Might as Well Be (Medical bo	BOX 6 of MISC	Marlborough			
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625.22	<input checked="" type="checkbox"/>	Non-Employee	0000308	Luke Wallace	2003 Anyway Way	Marlborough			
1,818.18	<input checked="" type="checkbox"/>	Rental	0000042	Joy Todaworld	77 Tinity Place	Marlborough			
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2,015.15	<input checked="" type="checkbox"/>	Other	0000270	Attorney John Smith	1 Runaway Jury Lane	Marlborough			

### CONFIRM THAT THE 1099 VENDORS HAVE A FED ID:

You could do this simply by previewing the 1099's but "eyeballing" them is not always the best insurance:

Click Reports and select Vendor List

Click the blue magnifying glass and click **New** to create a new query

Enter the query name as **BLANKFED** and enter the description as **Blank Fed IDs**.

(Chances are that this might be there from previous years) either way:

The Query parameters should be **OR** on the **And/OR** column, **Vendors** on the **Table Name** column, **TYPE\_1099** on the **Field/Formula Name**, **=** on the **Operator** column, **Y** on the **Value** column.

On the next row enter **And** on the **And/Or** column, **Vendors** on the **Table Name** column, **TYPE\_1099\_FED\_ID** on the **Field/Formula Name** column, **=** on the **Operator** column, and leave the **Value** column blank.

And/Or	Table Name	Field / Formula Name	Operator	Value
OR	VENDORS	TYPE_1099	=	Y
AND	VENDORS	TYPE_1099_FED_ID	=	

Click [OK] to get out of the query edit window and [OK] again to go back to the Vendor List Report then the [Preview} button

If there are no records found, then all 1099 vendors have a non-blank FED ID.

If there ARE vendors listed, then you need to update these Vendors by going back to their Vendor Maintenance search and entering Federal ID / Social Security Number where necessary.

**The 3<sup>rd</sup> item to consider, is when the End of CALENDAR YEAR update is to be run.**

Running the End of CALENDAR Year update should be a function of whether you are done issuing disbursements to 1099 vendors for calendar year 2020.

This is because you can do this AFTER you've stop paying / issuing checks to 1099 vendors for the calendar year, 2020, for which you are about the 1099's.

For example, if your A/P dept is DONE issuing checks for CALENDAR year 2020, so the amounts in the 1099 This Year field on the vendor record are NOT going to be increased by any more checks in calendar year 2020, then you can continue.

If the A/P Department IS done cutting / issuing checks for the current Calendar year, then you can run the A/P end of Calendar Year Update.

This Process simply moves the Amounts from the “This Cal. Year Amt.” field to the “Last Cal. Year Amt. field.

Before the End of Calendar Year

The screenshot shows the 'Vendor Maintenance - (00002)' window with the 'Info' tab selected. Under the '1099 Information' section, the '1099 Type' is set to 'Non-Employee Comp.' and the 'Federal I.D.' is '999-01-2323'. The 'This Cal. Year Amt.' field contains '\$25,000.22' and the 'Last Cal. Year Amt.' field contains '\$75.00'. Both fields are highlighted in yellow.

After the End of Calendar Year

The screenshot shows the 'Vendor Maintenance - (00002)' window with the 'Info' tab selected. Under the '1099 Information' section, the '1099 Type' is set to 'Non-Employee Comp.' and the 'Federal I.D.' is '999-01-2323'. The 'This Cal. Year Amt.' field now contains '\$0.00' and the 'Last Cal. Year Amt.' field now contains '\$25,000.22'.

### **DO NOT RUN END OF CALENDAR MORE THAN ONCE**

If you run End of Calendar Year update more than once BOTH TY and LY buckets will be zero!

Which means no one will get a 1099 because no vendor will have \$600.00 or more.

This error happens often so please take caution to co-ordinate who will run the Calendar Year update and when will it be performed.

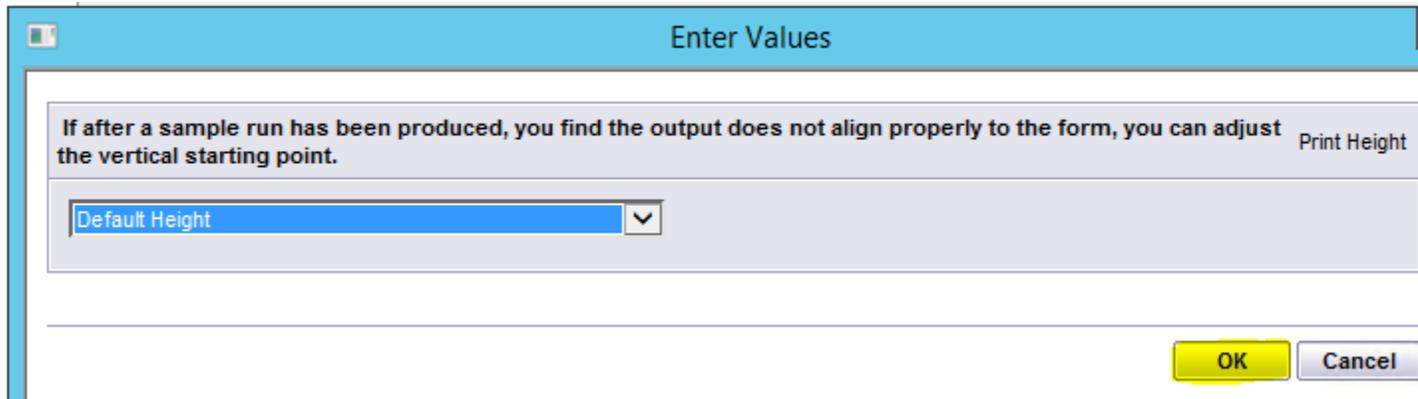
### **PRINTING**

#### **1099's**

As with printing the 1099's last year, it is assumed that you'll be printing the MISC and NEC forms that have 2 forms per page.

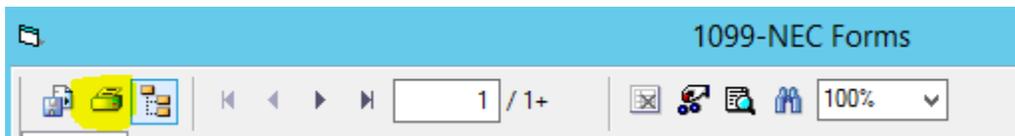
The last thing to inform you of is the presentation of the 1099 is when you Preview them Now, or after the forthcoming update,

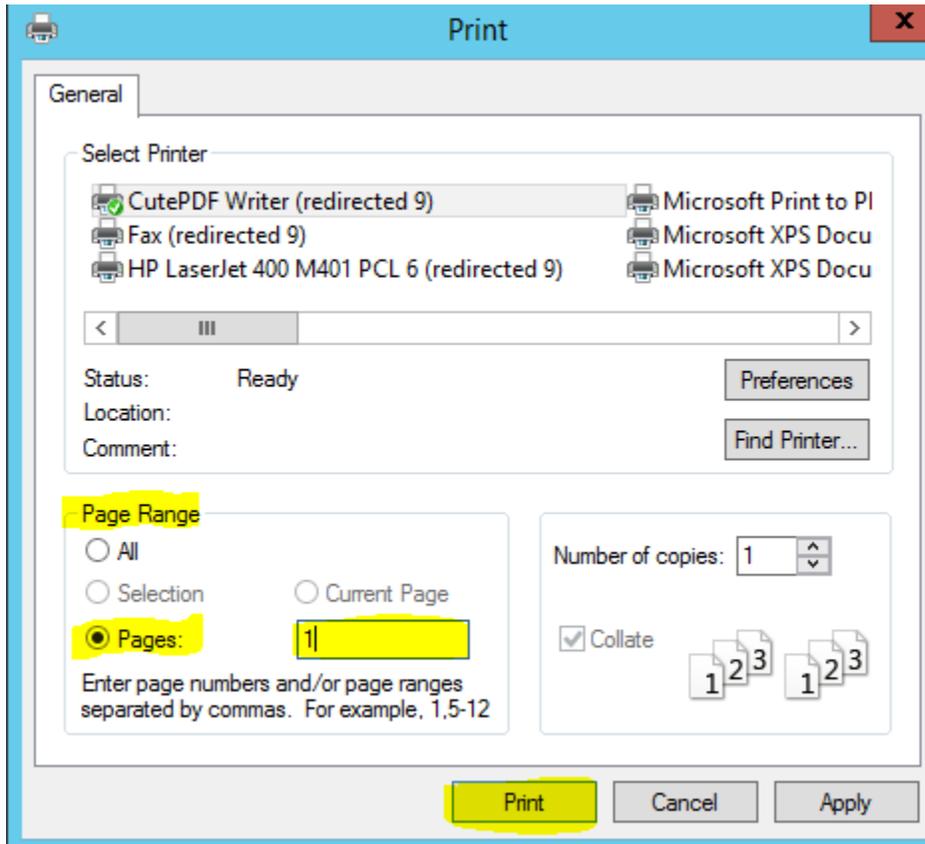
you'll be prompted with a Crystal report run time parameter for now, just click on the [OK] button



And print just 1 page to see if the vertical printing alignment is within the required boxes.

When you click on the printer icon, 2<sup>nd</sup> icon from the left, Select just page 1 in the Print Range.



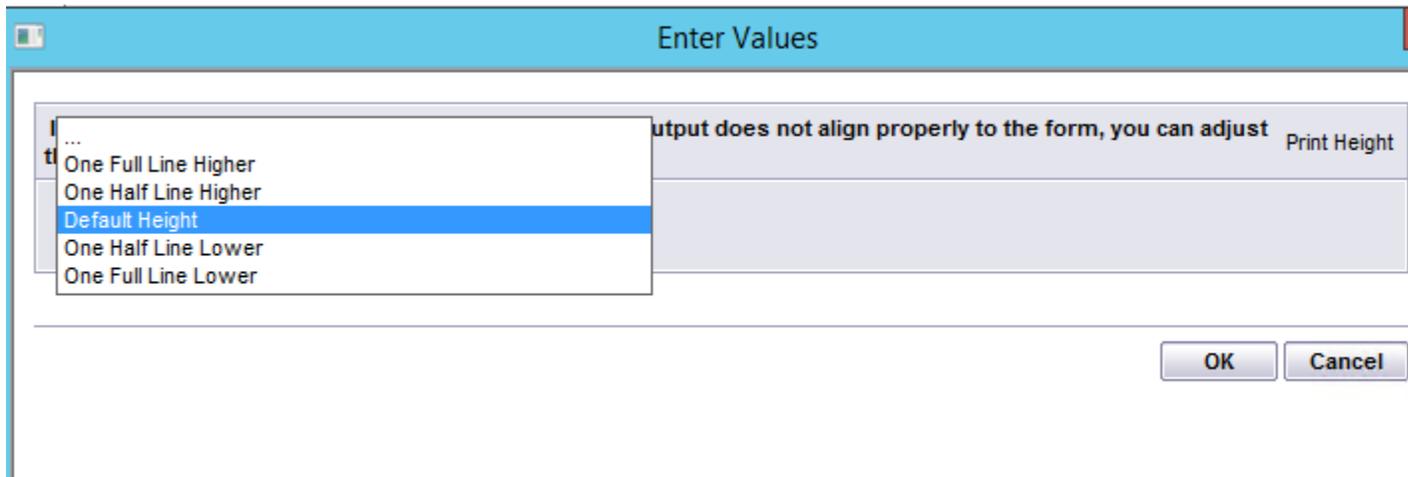


After you've printed a one page / 2 forms sample, determine if a vertical adjustment is needed.

If not, then simply use the Default Height option.

In the past, the vertical alignment was a function of how the paper forms were taken into the printer.

The New printing option allows the end user to adjust Print Height but use only if needed.



Once you've determined the above Print height option that works best for your printer, finish printing the 1099's for all copies required.

### **Printing 1096's**

Printing the respective 1096 can be accessed by clicking in the 1096 Summary from the 1099 Forms, for the 1096 MISC if applicable

and the 1099 NEC Forms menu items.

After clicking on the 1096 Summary highlighted above, the next window will provide a total \$ amount and

Total count by 1099 type, from here, then click Preview.

Like the above-mentioned Print height alignment, leave at Default height, however the 1096 Summary prints an "X"

On the 1096 summary in the 1099 MISC or 1099 NEC check box.

Sometime the left / right alignment might need some tweaking.

This is where the Drop down for "Set the position of the X's that display" can be used

There are options, if needed after a test printing to shift the position of the X to the left or right depending how the form is taken into your printer.

