

Intacct Webinar

Sage Intacct 1099's

November 2020



Create Opportunities

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Learning Objectives

- Describe how to manage vendor 1099 expenses efficiently within Sage Intacct to streamline 1099 filing at year-end
- Define Vendor setup for automated 1099 expense tracking
- Execute vendor updates for the new 1099-NEC Form, Box 1
- Demonstrate moving vendor balances to the new 1099-NEC Form, Box 1
- Explain printing 1096/1099 Forms out of Sage Intacct
- Identify troubleshooting tips and tricks





1099 Vendor Setup


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1099 Setup – Vendor Setup

Go To: Accounts Payable > Vendors > Additional Information – tab as 1099 Eligible

Vendor Information

Vendor	<u>Additional information</u>	Contact list	Payment information
Vendor details			
Type ID	<div><input type="checkbox"/> 1099 eligible</div>		
Parent	<div>1099 name</div>		
GL group	<div>Attachments </div>		
Tax ID	<div>Payment_Type</div>		
Billing details			



1099 Setup – Vendor Setup

Vendor Information

ID *

1099 Vendor - MISC

Status

Active

Name *

1099 Vendor MISC

☐ Minority Owner

☐ One-time use ?

Primary contact

Last name

First name

Middle name

Print as *

1099 Vendor MISC - Print As

Address 1

Primary phone

Mobile

Pager

Fax

Email address

Vendor Information

Vendor

Additional information

Contact list

Payment information

Vendor details

Type ID

Parent

GL group

Tax ID

☒ 1099 eligible

1099 name

Vendor 1099 Name - Addl Info Tab

Attachments ?

Payment_Type



1099 Setup – Vendor Setup

If the 'Print As' and 1099 Name are exactly the same, then the 1099 Name will be suppressed and the 'Print As' name will appear on the 1099

If you enter a 1099 Name and it is different than the 'Print As' field, both fields will print on the 1099 with the 1099 Name on Top

DemoDiane Legal NAME
123 Happy Lane

Marietta, GA 30068

1500.00

Vendor 1099 Name on Addl Info Tab
1099 - 2018 Vendor - Print As

1099 - 2018 Vendor



1099 Vendor Address

- Specific 1099 Contact
- No need to update the primary contact
- Simplifies the process of having a different address for 1099's

Dedicated 1099 Contact

Vendor Information

Vendor Additional information Contact list

Pay to/Return to

Primary contact *

Same as Vendor

Pay to contact * ?

Same as Vendor

Return to contact * ?

Same as Vendor

1099 contact *

Same as Vendor

If there is a 1099 Contact, the Name will print on the 1099 in place of the "Print As" field on the Vendor record. If there is a 1099 Name on the Vendor record it will print that first and then the Contact Name if they are different. If they are exactly the same, only one name will print.

1099 Setup – Vendor Setup

This screen displays ***after you Save*** the vendor info.

To enter YTD balances for this year:

- Select the default date found in the ***Initial Values for Year*** drop-down list.
- Enter the starting YTD balances in the blank fields.

Future amounts you pay the vendor through Sage Intacct are added to the amounts you enter here

- For Multi-Entity shared companies enter the amounts for each entity if the ***Issue a separate 1099 per entity*** is enabled.

Form 1099 Information with Default Box

The screenshot shows a web form titled "Form 1099 Information with Default Box". The form contains the following fields:

- Form name:** A dropdown menu with "Nonemployee Compensation (Form NEC)" selected.
- Default 1099 box:** A dropdown menu with "1 - Nonemployee compensation" selected.
- Initial values for year:** A dropdown menu with "2020" selected. This section is highlighted with a yellow background.
- 1 - Nonemployee compensation:** A text input field.
- 4 - Federal income tax withheld:** A text input field.
- 5 - State tax withheld:** A text input field.

1099 Setup – Vendor Setup

Entering Information for “*Other Form 1099 Boxes*”

- 1099-NEC form, Box 6 contains non-transactional information in Sage Intacct.
- Blank fields available to enter information
- Checkbox available for FATCA filing requirement
- Or 2nd TIN (if applicable)

Form 1099 Information with Default Box

5 - State tax withheld

7 - State income

Other form 1099 boxes

6 - State/Payer's state no.

FATCA filing requirement



2nd TIN not.

☐

1099 Setup – Vendor Setup

Setting 1099 information by Vendor Type –

- A 1099 form and box can be assigned to a vendor type. If the vendor type is defined as eligible for 1099, all vendors for whom you chose that vendor type become 1099 eligible, and amounts are accumulated to the vendor type default 1099 form and box for each vendor.
- Vendor type 1099 settings will override the vendor specific 1099 settings, if different or greater than null. If the vendor type has no 1099 settings, the vendor record 1099 settings take precedence. If the vendor type has 1099 settings, it will take precedence over the vendor record settings.

Assigning line items on a bill to a 1099 form

- If enabled in AP configuration, when entering a line item of a bill you can assign each transaction line of a bill a different 1099 form and box if needed



1099 Setup – Vendor Type Setup

Vendor Types

All ▾ | Manage views ▾ | ☐ Include inactive | ☐ Include private | [Advanced filters](#) | [Clear all filters](#)

		Name ▾
Edit	View	08-International
Edit	View	1099-NEC Vendors
Edit	View	Employee
Edit	View	Member Refund

Vendor Type Information

Name
1099-NEC Vendors

Parent Type

Status

Form 1099
[Form1099](#) Form: 1099 - NEC



Updates for new Form 1099-NEC, Box 1

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1099-NEC Form, Box 1 - Update

- Starting for 2020 transactions, a new Non-Employee Compensation 1099 Form, 1099-NEC, Box 1 has replaced 1099-MISC, Box 7
- You may have had vendors with data that was collected for non-employee compensation 1099-MISC, Box 7
- As of November 13th, 2020 (*2020 Release 4*) Sage Intacct removed the ability to select the old form (*1099-MISC, Box 7*) when setting up a vendor.
- Existing vendor records need to be updated along with any existing balances in 1099-MISC, Box 7

Important that this is completed as soon as possible!



1099-NEC Form, Box 1 - Update

- Methods of updating vendors default form and box to **1099-NEC Form, Box 1:**
 1. Update Vendor Records
 - a) Manually edit vendor record from 1099-MISC Box 7 to 1099-NEC, Box 1 (do NOT update previous transactions)
 - OR-
 - a) Update vendor records via import template, utilizing a custom view to sort and filter
 2. Move vendors 1099-MISC Box 7 initial amount to 1099-NEC Box 1
 - a) Obtain balance for the vendor 1099-MISC, Box 7 (1099 Report for 2020)
 - b) Export to Excel or CSV and sort by memo to use the data to populate the import template
 - c) Populate Vendor 1099 Open Balance template (*NULL for Form 1099-MISC, Box 7 and initial value amounts for Form 1099-NEC, Box 1*)



Manually update Vendor 1099 information

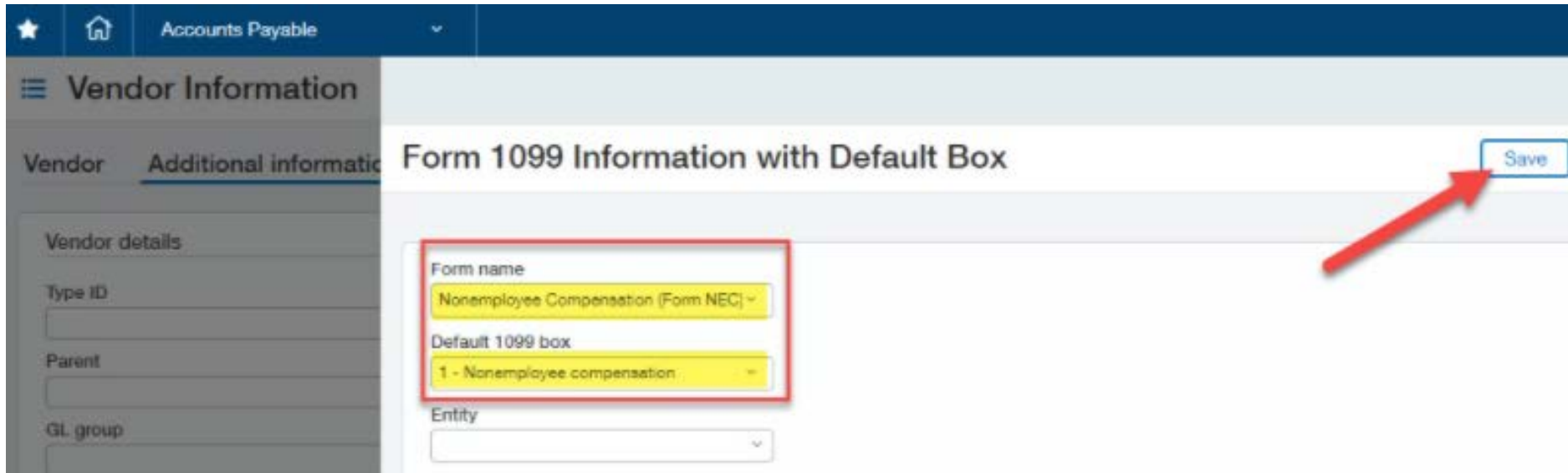
Accounts Payable > Vendors > Search or vendor > Edit > Additional Information Tab > Form 1099

The screenshot shows the 'Vendor Information' page with the 'Additional information' tab selected. The page is divided into two columns. The left column contains 'Vendor details' with fields for Type ID, Parent, GL group, and Tax ID. The right column contains '1099 name', 'Form 1099' (with a red arrow pointing to it), 'Form1099 Form: 1099 - MISC', '1099 Box', '7 - Nonemployee compensation', and 'Attachments'. The 'Form 1099' link is highlighted in blue.

Vendor	Additional information	Contact list	Payment information	Restrictions
Vendor details				
Type ID				
Parent				
GL group				
Tax ID				
1099 name				
Form 1099				
Form1099 Form: 1099 - MISC				
1099 Box				
7 - Nonemployee compensation				
Attachments				

Manually update Vendor 1099 information

Update the form name and default 1099 box



The screenshot shows a software interface for managing vendor information. On the left, a sidebar contains a star icon, a home icon, and the text 'Accounts Payable'. Below this is a 'Vendor Information' section with a menu icon and a 'Vendor' tab. The main area is titled 'Form 1099 Information with Default Box'. It contains three dropdown menus: 'Form name' (set to 'Nonemployee Compensation (Form NEC)'), 'Default 1099 box' (set to '1 - Nonemployee compensation'), and 'Entity'. A red rectangle highlights the 'Form name' and 'Default 1099 box' dropdowns. A red arrow points to a 'Save' button in the top right corner of the form area.

Accounts Payable

Vendor Information

Vendor Additional information

Form 1099 Information with Default Box

Save

Vendor details

Type ID

Parent

GL group

Form name

Nonemployee Compensation (Form NEC)

Default 1099 box

1 - Nonemployee compensation

Entity

Manually update Vendor 1099 information

- **Do not select 'Update all transactions for current and prior year'**
- Select either:
 - Update transactions for Current Year
 - Don't update transactions

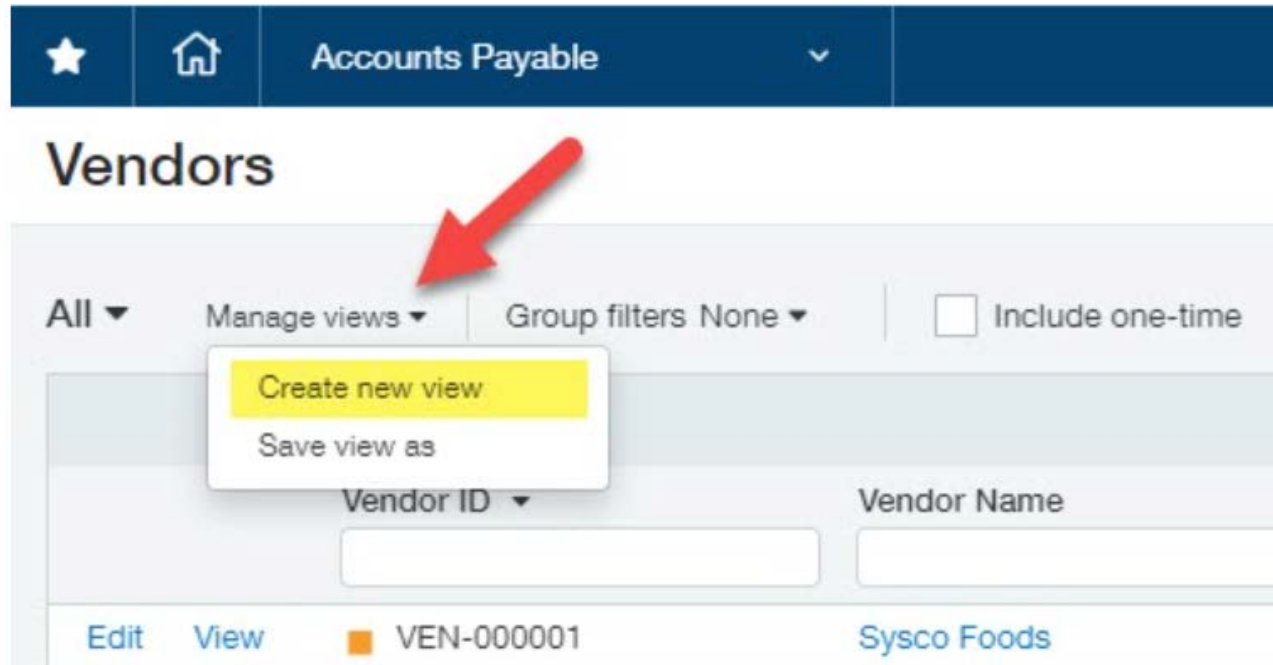
The screenshot shows the 'Vendor Information' screen with the 'Additional information' tab selected. A modal dialog titled 'Confirm 1099 updates' is displayed. The dialog asks 'How would you like to apply the updates?' and provides three options:

- ☒ Update all transactions for this vendor for the current year only based on modified 1099 information
- ☐ Update all transactions for this vendor for the current and prior year based on modified 1099 information
- ☒ Don't update previous transactions

At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

Update Vendor 1099 form and box via Import

Accounts Payable > Vendors > Click Manage Views > Create New View



The screenshot shows the 'Vendors' management interface. At the top, there is a navigation bar with a star icon, a home icon, and the text 'Accounts Payable'. Below this, the title 'Vendors' is displayed. A red arrow points to the 'Manage views' dropdown menu, which is open, showing two options: 'Create new view' (highlighted in yellow) and 'Save view as'. To the right of the dropdown, there is a 'Group filters' section with 'None' selected, and a checkbox for 'Include one-time'. Below these, there are input fields for 'Vendor ID' and 'Vendor Name'. At the bottom, there is a table with columns for 'Edit', 'View', 'Vendor ID', and 'Vendor Name'. The first row shows a vendor with ID 'VEN-000001' and name 'Sysco Foods'.

Update Vendor 1099 form and box via Import

Select the following fields for display

Create New View

Step 1: Select the columns to be included in your view

Vendor

<input checked="" type="checkbox"/> Vendor ID	<input checked="" type="checkbox"/> Vendor Name
<input type="checkbox"/> Term	<input type="checkbox"/> Term Value
<input type="checkbox"/> Tax ID	<input type="checkbox"/> Credit Limit
<input checked="" type="checkbox"/> Form 1099 Type	<input checked="" type="checkbox"/> Form 1099 Box
<input type="checkbox"/> Vendor Billing Type	<input type="checkbox"/> Vendor Type ID

Update Vendor 1099 form and box via Import

Select the following **filters** in the view and **Save** as “1099-MISC Box 7”

Create New View

Step 3: Select filters

Vendor

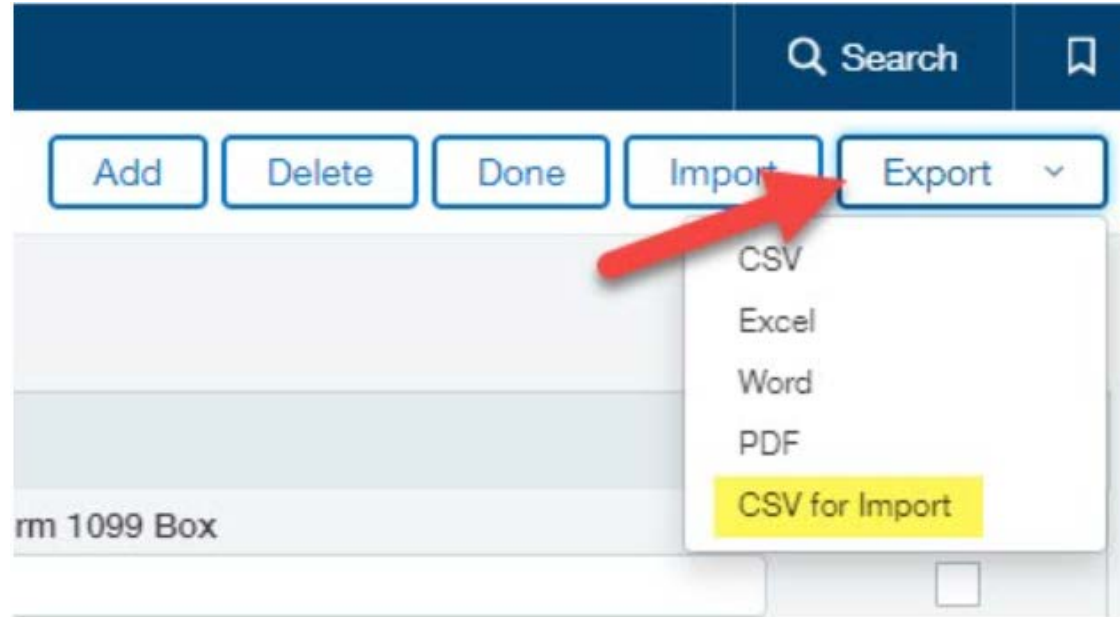
Columns	Operator	Value	
Form 1099 Type	equals	MISC	AND
Form 1099 Box	equals	7	AND
--None--	equals		AND
--None--	equals		AND
--None--	equals		AND

[Add Filter](#) [Delete](#)



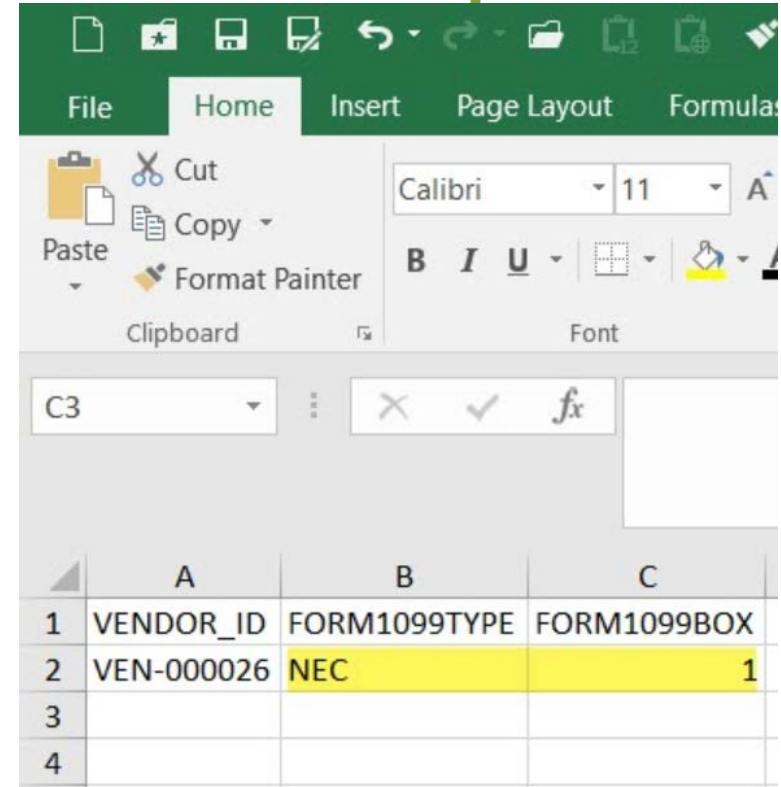
Update Vendor 1099 form and box via Import

- Switch to the new in your vendor list screen
- Export the view as CSV for import



Update Vendor 1099 form and box via Import

- Edit the file to leave only 3 columns:
 - VENDOR_ID
 - FORM1099TYPE
 - FORM1099BOX
- Update the type column to NEC
- Update the box column to 1
- Save as a CSV (Comma delimited)
- Import the template from the vendor list view to update vendor records



	A	B	C
1	VENDOR_ID	FORM1099TYPE	FORM1099BOX
2	VEN-000026	NEC	1
3			
4			



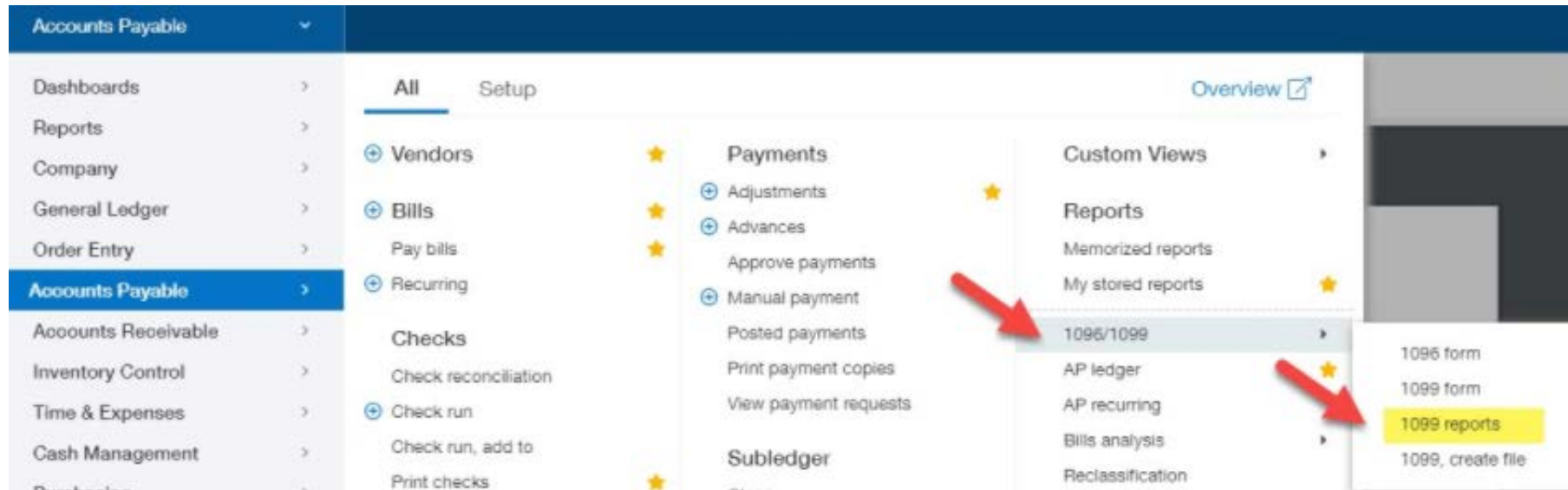
Move a Vendors 1099-MISC box 7 amount to 1099-NEC box 1

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Moving MISC box 7 balances to NEC box 1 (via import)

- Run the 1099 Report
 - AP > 1096/1099 > 1099 reports



Moving MISC box 7 balances to NEC box 1 (via import)

- Select the 1099 form type: Form 1099-MISC
- Export this report to Excel

Accounts Payable

1099 Reports

Customize View Print Process & store Email Add to dashboard

Vendor/ Employee	Vendor/ Employee ID	Entity	Bill No	GL Account	Tax ID	Memo	Bill Amount	Paid Amount	1099 Co
KJ	VEN-000037	California #30		6200--Professional Fees- Consu	No Tax ID Found		2,400.00	2,400.00	1099-MI
						Total for 1099-MISC	2,400.00	2,400.00	
Total for KJ							2,400.00	2,400.00	
					Grand Total		2,400.00	2,400.00	



Import the Vendor 1099 Opening Balance Template

- Go To: Company > Import Data > download the Vendor 1099 Opening Balances template

★ 🏠 Company ▾

Company Setup Checklist

Report Audiences	Create	Import	Template
Budgets*	Create	Import	Template
Set Up AP Master List, Open Bills and Adjustments;			
Summary Type: -- Select Summary Type -- ▾			
✓ Configure Accounts Payable Module			
✓ Accounts Payable Terms	Create		
✓ Vendors*	Create	Import	Template
Vendor Visibility*		Import	Template
Vendor 1099 Transaction Update*		Import	Template
✓ Vendor 1099 Opening Balances		Import	Template

Updates to Existing Vendors

DONOTIMPORT	VENDORID	VENDORNAME	ENTITY	FORM1099TYPE	FORM1099BOX	AMOUNT
# Any row which starts with a # will be ignored during import	Field Name: VENDORID UI Field Name: Vendor ID Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must reference an existing Vendor ID Required: Yes Editable: N/A Note: This is the key field used to reference the vendor.	Field Name: VENDORNAME UI Field Name: Vendor Name Type: Character Length: 100 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: No Editable: N/A Note: This field is for reference only to help you identify correct vendors in the list. It is not updated in the system.	Field Name: ENTITY UI Field Name: Entity Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid entity Required: No, unless the application preference "Entity Issues Separate 1099 Forms" requires it (Company > Services: Subscriptions > Multi Entity Sign Up). Editable: N/A Note: This is the Entity ID, not the name of the entity.	Field Name: FORM1099TYPE UI Field Name: Form Name Type: Character Length: N/A Default Value: None Valid Values: DIV, INT, MISC, R, S, PATR, G Dependencies: None Required: N/A Editable: N/A This field specifies the form type for the opening balance only, and does not update the default form type.	Field Name: FORM1099BOX UI Field Name: Default 1099 Box Type: Character Length: Up to 3 Default Value: None Valid Values: Positive Integers followed by an optional alpha character as applicable (example: 2A) Dependencies: Box types vary according to the form type Required: Yes Editable: N/A Note: This field specifies the box for the opening balance, and does not change the default form type.	Field Name: AMOUNT UI Field Name: Amount Type: Number Length: 38,2 Default Value: None Valid Values: Non-zero with negatives designated by a leading dash Dependencies: None Required: Yes Note: This field is updated if a value is present. If the value is blank, the system leaves the existing value in the system. To remove the existing value, enter the value NULL.
	VEN-000037		30	MISC	7	-2400
	VEN-000037		30	NEC	1	2400



Re-run the 1099 Report in AP to verify

- **Select** the 1099 form type: Form 1099-MISC and 1099-NEC

1099 Reports									
<div> Customize View Print Process & store Email Add to dashboard Memorize </div>									
Vendor/ Employee	Vendor/ Employee ID	Entity	Bill No	GL Account	Tax ID	Memo	Bill Amount	Paid Amount	1099 Category
KJ	VEN-000037	California #30		6200--Professional Fees- Consu	No Tax ID Found		2,400.00	2,400.00	1099-MISC, 7
						Initial Values 1099-MISC, 7		(2,400.00)	1099-MISC, 7
						Total for 1099-MISC	2,400.00	0.00	
						Initial Values 1099-NEC, 1		2,400.00	1099-NEC, 1
						Total for 1099-NEC		2,400.00	
Total for KJ							2,400.00	2,400.00	
					Grand Total		2,400.00	2,400.00	





Successfully Generating 1099/1096 Forms out of Sage Intacct

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Printing 1096/1099 Forms

The screenshot displays the Accounts Payable (AP) module interface. On the left is a navigation menu with options like Projects, Dashboards, Company, Reports, General Ledger, Cash Management, Accounts Payable (selected), Accounts Receivable, Fixed Assets, Order Entry, and Time & Expenses. The main area is divided into three tabs: All, Setup, and Overview (with an external link icon). The 'All' tab is active, showing three sections: Vendors, Bills, and Checks. The 'Bills' section is expanded, listing Pay bills, Quick bill entry, and Recurring. The 'Payments' section is also expanded, listing Adjustments, Advances, Approve payments, Manual payment, Posted payments, Print payment copies, Select bills to pay, and View payment requests. The '1096/1099' option under 'Print payment copies' is highlighted with a red arrow. A sub-menu is open for this option, showing '1096 form', '1099 form', '1099 reports', and '1099, create file'. The '1096 form' and '1099 form' options are highlighted with yellow boxes. The 'Subledger' section is partially visible at the bottom.

Accounts Payable ▾

- Projects ▸
- Dashboards ▸
- Company ▸
- Reports ▸
- General Ledger ▸
- Cash Management ▸
- Accounts Payable** ▸
- Accounts Receivable ▸
- Fixed Assets ▸
- Order Entry ▸
- Time & Expenses ▸

All Setup Overview [Overview](#)

Vendors

Bills ★

- Pay bills ★
- Quick bill entry
- Recurring

Checks

- Check reconciliation
- Check run
- Print checks ★
- Quick check entry

Payments

- Adjustments
- Advances
- Approve payments ★
- Manual payment
- Posted payments
- Print payment copies
- Select bills to pay
- View payment requests

Subledger

Custom Views ▸

Reports

- Custom reports ▸
- Memorized reports
- My stored reports
- 1096/1099** ▸
- AP ledger
- AP recurring
- Bills analysis ▸
- Reclassification

1096/1099 ▸

- 1096 form
- 1099 form
- 1099 reports
- 1099, create file

[Clear all filters](#)

Printing 1096/1099 Forms

Form 1099

Time period

Year ending

2018

Filters

☒ Select all vendors

From vendor

To vendor

☒ Select all employee

From employee

To employee

☐ Exclude credit card payments

Format

Form to print

Nonemployee Compensation (Form NEC)

Sort by

Vendor ID / Employee ID

☐ Do not print Vendor ID/Employee ID

Printing offsets (in inches)

Vertical alignment (from top)

0.70

Horizontal alignment (from left)

0.80



3rd Party Vendor File

- The 1099 Create File screen enables you to create a data file that you can send to a third-party service that specializes in printing and mailing 1099 forms.
- You can export the file offline in either CSV or Excel file format, or you can export the data online in one of the following file formats: CSV, Excel, XML, or XSD.



Tax1099.com

by: Tax1099.com, powered by Zenwork

Tax1099.com offers a simple tool for creating 1099s, W2s, and other information returns.

<https://marketplace.intacct.com/>

1099 Multi-Entity Things to Consider...

- Where do I print 1099 in a Multi-Entity company?
 - Top-Level or Entity level depending on setup.
 - Top-Level combines amounts for all Entities
- Am I able to print a separate 1099 per entity?
 - Yes depending Multi-Entity Setup
 - Reach out to CLA Support for further assistance
- 1099 Report ran at the Top-Level prompts an error stating “Your filter criteria produced no data” – Why?



1099 Troubleshooting

- What Tax Forms Does Intacct Support?
 - 1096, 1099-MISC, 1099-DIV, 1099-INT, 1099-R, 1099-S, 1099-PATR, 1099-G and 1099-W-2G, 1099-NEC
- How do I update or change the 1099 amount for a vendor?
- Why is my 1099 Report blank? / Why is my Vendor or Bill missing from the 1099 report?
- Where do I Set 1099 Printer Settings (Print Offsets)?
- Can a 1096 be printed from Intacct?
- Does Intacct support e-filing?





Intacct Resources

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<https://blogs.claconnect.com/intacct/>



Updating Vendors for Form 1099-NEC

August 24, 2020 | by Kathy Jastrzebski

In our last blog post, we reviewed the [1099 filing change](#) issued by the Department of Treasury. In that post, we mentioned there was more



to come from Intacct on how this change will be released to existing companies in Release 3. Now that Release 3 is here, Intacct has added form 1099-NEC and box 1 as an option on