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Sage Intacct: Tidy Up your Vendors for 1099

November 28, 2023



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Learning Objectives

- *At the end of the session, you will be able to:*
 - *Recognize how to confirm vendor set up in order to track 1099 amounts*
 - *Identify how to run the 1099 report in Intacct and correct incorrect balances*
 - *Identify how to print your 1099s directly from Sage Intacct*
 - *Identify 3rd party applications with which Sage Intacct can integrate to generate and mail 1099s, as well as electronically file with the IRS*





Confirm Vendor Setup to track 1099 amounts



Supported Tax Forms

- 1096
- 1099-MISC
- 1099-NEC
- 1099-DIV
- 1099-INT
- 1099-R
- 1099-S
- 1099-PATR
- 1099-G
- W2-G

Form 1099-MISC

9595 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

1 Rents
\$

2 Royalties
\$

3 Other income
\$

4 Federal income tax withheld
\$

5 Fishing boat proceeds
\$

6 Medical and health care payments
\$

7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale
\$

8 Substitute payments in lieu of dividends or interest
\$

9 Crop insurance proceeds
\$

10 Gross proceeds paid to an attorney
\$

11 Fish purchased for resale
\$

12 Section 409A deferrals
\$

13 FATCA filing requirement
\$

14 Excess golden parachute payments
\$

15 Nonqualified deferred compensation
\$

16 State tax withheld
\$

17 State/Payer's state no.
\$

18 State income
\$

19 State income
\$

Form 1099-MISC (Rev. January 2022)
OMB No. 1545-0115

Miscellaneous Information

Copy A
For Internal Revenue Service Center

File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.

(Rev. 1-2022) Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service
Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Do Not Staple 6769

Form **1096** Annual Summary and Transmittal of U.S. Information Returns OMB No. 1545-0108 2022

Department of the Treasury Internal Revenue Service

FILER'S name

Street address (including room or suite number)

City or town, state or province, country, and ZIP or foreign postal code

Name of person to contact Telephone number

Email address Fax number

1 Employer identification number 2 Social security number 3 Total number of forms 4 Federal income tax withheld \$ 5 Total amount reported with this Form 1096 \$

6 Enter an "X" in only one box below to indicate the type of form being filed.

W-20 32	1097-91C 50	1098 81	1098-G 78	1098-E 84	1099-F 03	1099-Q 74	1099-T 83	1099-A 80	1099-B 79	1099-G 85	1099-CAP 73	1099-DIV 91	1099-G 86	1099-INT 92	1099-K 10	1099-LI 16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1099-LTC
93

1099-MISC
95

1099-NEC
71

1099-OTD
96

1099-PATR
97

1099-Q
31

1099-QA
1A

1099-R
98

1099-S
75

1099-SA
94

1099-SB
43

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0118
Form 1099-NEC (Rev. January 2022)
For calendar year 20

Nonemployee Compensation

PAYER'S TIN

RECIPIENT'S TIN

1 Nonemployee compensation
\$

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale
\$

3

4 Federal income tax withheld
\$

5 State tax withheld
\$

6 State/Payer's state no.
\$

7 State income
\$

8 State income
\$

9 State income
\$

Form 1099-NEC (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service
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Vendor Setup

- Go to: Accounts Payable > Setup > Vendors or Purchasing > Setup > Vendors > Additional Information > 1099 eligible

Vendor Information

Vendor **Additional information** Contact list Payment information

Vendor details

Type ID	<input type="checkbox"/> 1099 eligible
Parent	1099 name
GL group	Attachments
Tax ID	Payment_Type

CurrentVendor -- Current Vendor

Vendor **Additional information** Contact list Payment information Bank

Vendor details

Type ID	1099 name
Parent	Form 1099
GL group	Attachment
Account label	Payment_Type



Vendor Setup

- If the 'Print As' and the 1099 Name are 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' fields, both fields will print on the 1099 with the 1099 Name on Top

Vendor Information Vendor Information

ID * ⓘ
1099 Vendor - MISC

Name *
1099 Vendor MISC

One-time use ⓘ

Primary contact

Last name
First name
Middle name

Print as *
1099 Vendor MISC - Print As

Address 1

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

6500.00

DEMODIANE Company
123 Happy Valley Lane
Atlanta, GA 30068

Vendor 1099 Name - Addl Info Tab
1099 Vendor MISC - Print As

1099 Vendor Print As - Address Line 1

Atlanta, GA 30068



Vendor Setup - 1099 Contact

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

Accounts Payable

V100 -- ABC Office Supplies Save

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

Dedicated 1099 Contact

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 the same, only one name will print.



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

Tip: Remember to only enter the calendar year-to-date 1099 balance for each vendor

Form 1099 Information with Default Box

Form name
Nonemployee Compensation (Form 1099) ▾

Default 1099 box
1 - Nonemployee compensation ▾

Initial values for year
2021 ▾

1 - Nonemployee compensation
5,500.00

4 - Federal income tax withheld
|

5 - State tax withheld
|

7 - State income
|

Other form 1099 boxes



Vendor Setup

Entering Information for “Other Form 1099 Boxes”

- Some additional information may be required on a 1099
- Example: 1099-NEC form, box 16 (State/Payer’s state no.)

Blank fields are provided for you to enter this information

Other form 1099 boxes

16 - State/Payer’s state no.

FATCA filing requirement

2nd TIN not.

7 - Payer made direct sales totaling \$5000 or more of consumer products to recipient for resale



Vendor Type & Overrides

Setting up 1099 information by vendor type –

- A 1099 form and box can also be assigned to a vendor type. If the vendor type is defined as eligible for 1099, all vendors for whom you choose that vendor type become 1099 eligible, and amounts are accumulated to the vendor type default 1099 form and box for each vendor.

Assigning line items on a bill to a 1099 form

- If the setup in AP enabled the update of the 1099 Flag and the 1099 Form Box, when entering a line item of a bill, you can assign each line of a bill a different 1099 form and box if needed.



Vendor Setup

- AP Adjustments – can be tagged as 1099able
 - If there is a cash payment against an adjustment, then the payment is included in 1099 form therefore:
 - If an AP Debit Memo (DM) is fully applied against an AP Bill and both flagged as 1099 = true, since no cash payment, the 1099 form will not include the amount
 - If an AP DM is applied against a bill for partial amount and the remaining payment of the bill is cash, the cash portion will be included in the 1099 form but not the DM amount
 - If an AP Credit Memo (CM) were paid in cash against the CM, then the form will include the amount paid
- 1099 reporting is on a cash basis. Only amounts paid, are included on the 1099.



Vendor Setup with Multi-Entity

- Multi-shared companies – Issue a separate 1099 per entity checkbox in the Multi-Entity subscription/configuration
- Issue a separate 1099 per entity checkbox is selected – Initial YTD amounts are entered at the top level by selecting the entity, or at the entity level for each entity. In this mode, vendors in each entity are assigned entity-specific initial amounts
- Issue a separate 1099 per entity checkbox is NOT selected – initial amounts for all vendors and all entities are entered at the top-level





Generating the 1099 Report and Printing



1099 Report

- Generate report:
 - Go To Accounts Payable > All > Reports > 1099 > 1099 Report

The screenshot shows a software interface with a sidebar menu on the left and a main content area. The sidebar menu includes 'Accounts Payable' (highlighted in green), 'Accounts Receivable', 'Grants', and 'Cash Management'. The main content area has a top navigation bar with 'All' and 'Setup' tabs, and an 'Overview' link. Below this, there are three columns of options: 'Vendors', 'Bills', 'Recurring bills', 'Checks', and 'Check run'; 'Payments', 'Adjustments', 'Advances', 'Manual payment', 'Posted payments', 'Print payment copies', and 'View payment requests'; and 'Subledger', 'Close', and 'Payments'. A red arrow points to the '1099s' option under the 'Reports' section. To the right, there is a 'Custom views' section with 'Reports' expanded to show '1099s', 'AP ledger', 'AP recurring', and 'Bills analysis'. A yellow tooltip labeled '1099 report' is visible over the '1099s' option. On the far right, there is a table with columns for 'Actual', 'Year To Date', and 'Period % Var'.

Actual	Year To Date	Period % Var
000.00	(26.82)	↓
988.64	57.08	↑
094.00	1.28	↑

Actual	Year To Date	Period % Var
587.35	7.00	↑
992.84	15.43	↑
295.34	5.03	↑



Printing 1099's

- Print forms or Export file:
 - Go To Accounts Payable > All > 1099s

The screenshot displays a software interface with a navigation menu on the left and a sub-menu on the right. The 'Accounts Payable' menu item is highlighted in green. The sub-menu for 'Accounts Payable' is open, showing options like 'All', 'Setup', 'Vendors', 'Bills', 'Checks', and '1099s'. The '1099s' option is highlighted in yellow.

Accounts Payable	▼
Dashboards	>
Budgets	>
Reports	>
Company	>
General Ledger	>
Accounts Payable	>
Purchasing	>
Time & Expenses	>
Accounts Receivable	>
Grants	>
Cash Management	>
Inventory Control	>
Order Entry	>
Platform Services	>

All Setup

- + Vendors
- + Bills
 - Approve bills
 - Pay bills
- + Recurring bills
- Checks
 - Check reconciliation
- + Check run
 - Check run, add to
 - Print checks
- 1099s**
 - Export 1099 file
 - Print 1096 form
 - Print 1099 form



1099 Forms – Print Settings

- Where do I set 1099 Printer Settings (Print Offsets)?
 - Go to Accounts Payable > All > 1099s
 - Print “1099 Form”
 - Locate the section titled “Printing Offsets (In Inches)”
 - The current print settings that line up with the pre-printed forms will populate based on the Form selected.
 - **This information may vary slightly depending on your computer and printer – these settings are a starting point but will need to be tested on your own computer until you find the correct settings
 - When printing the 1099s, when the box comes up to select your printer:
 - Page Scaling, should be set to “None” (set to Actual size)
 - Auto Rotate, should be unchecked
 - If have orientation choices – set to Auto Portrait/Landscape



1099 Forms – Export File

- The 1099 Export File screen enables you to create a data file that you can send to a third-party service that specialized in printing and mailing 1099 forms. These services also file the required information with the Internal Revenue Service
- 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
 - XSD



1099 Correction

- If you need to print corrected 1099's, utilize the 'corrected' box, which will place an "X" in the Corrected box on the 1099

Form 1099-MISC

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 20__
PAYER'S TIN		2 Royalties \$	Miscellaneous Information
RECIPIENT'S TIN		3 Other income \$	
RECIPIENT'S name		4 Federal income tax withheld \$	Copy A For Internal Revenue Service Center
Street address (including apt. no.)		5 Fishing boat proceeds \$	
City or town, state or province, country, and ZIP or foreign postal code		6 Medical and health care payments \$	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
13 FATCA filing requirement <input type="checkbox"/>		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/> \$	
Account number (see instructions)		8 Substitute payments in lieu of dividends or interest \$	18 State income \$
2nd TIN not <input type="checkbox"/>		9 Crop insurance proceeds \$	
		10 Gross proceeds paid to an attorney \$	
		11 Fish purchased for resale \$	
		12 Section 409A deferrals \$	
		14 Excess golden parachute payments \$	
		15 Nonqualified deferred compensation \$	
		16 State tax withheld \$	
		17 State/Payer's state no. \$	

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Print 1099 form

Year ending

Filters

Select all vendors

From vendor

To vendor

Select all employee

From employee

To employee

Exclude credit card payments

Include vendors regardless of 1099 status

Format

Form to print

Sort by

Do not print Vendor ID/Employee ID

Corrected





3rd Party Solutions and e-Filing



1099 3rd Party FAQs

- What if we have a third-party print and mail 1099 forms?
 - Create a 1099 file and then export the data. If you want to see the amounts paid to vendors, along with their 1099 categories, run the 1099 Report to show all the 1099 data
- What if we have 10 or more 1099s?
 - If you have more than 10 1099s, it is required that you file electronically
 - There are third-party programs that will help you file electronically. These can be found in the Intacct Marketplace

https://marketplace.intacct.com/Marketplace?search=1099*

Search=1099



1099 e-filing with Tax Bandits

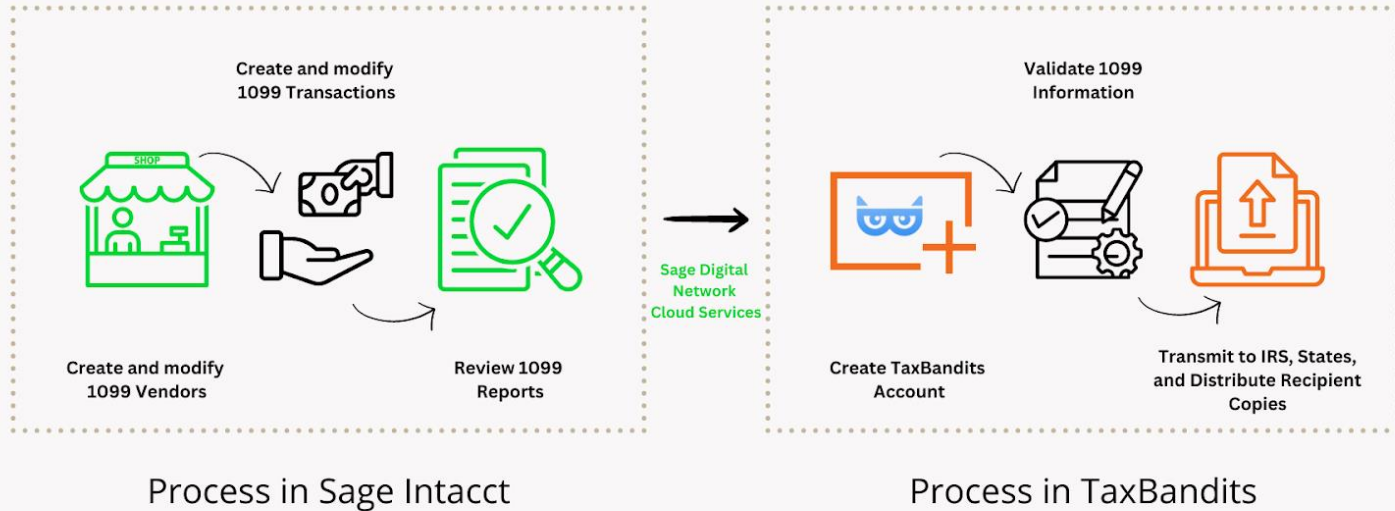
- 👍 IRS authorized e-file provider
- 👍 Over a decade of experience, processed millions of forms
- 👍 Direct integration to Sage makes 1099 filing simpler than ever before
- 👍 Easily manage 1099 e-filing status
- 👍 Pay only for what you file



1099 e-filing with Tax Bandits

Sage

TAX BANDITS™
— Your 1099 & W2 Experts —



DEMO



Resources

- Sage University Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to the CLA Intacct Blog

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

- Continue to join our monthly Sage Intacct Webinars

[2023 Sage Intacct Webinar Series : 2023 Events : CLA \(CliftonLarsonAllen\) \(claconnect.com\)](https://blogs.claconnect.com/intacct/)



Customized Data Validation with Smart Rules

April 20, 2021 | by Ashley Klapperick

Did you know that the new 'Disallow Direct Posting' checkbox on GL Accounts is only designed to eliminate direct posting in the General Ledger application? This is great, however, when coding AR invoices and AP bills the GL account lists don't filter to just your revenue and expense accounts, leading to accidental data entry errors. Today we'll look at a simple smart rule, custom system data validation, you can set up to prevent these mistakes. Then join us for our complimentary webinar on April 27th covering smart rules and smart events.

[Read More](#)



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