



**Deltek**

# Deltek Vantagepoint

Year-End 1099-MISC and 1099-NEC  
Processing Checklist

**December 1, 2020**

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# Contents

Form 1099-MISC and 1099-NEC Processing Checklist .....	1
Appendix: If You Need Assistance.....	2
Customer Services .....	2
Deltek Support Center .....	2
Access Deltek Support Center .....	3

## Form 1099-MISC and 1099-NEC Processing Checklist

Refer to the following checklist to ensure that you perform all required 1099-MISC processing activities in the recommended order.

Step	Description	Done?
1.	Enter Payer information on the Form 1099 Processing Forms.	
2.	Enter the Payer State Tax Identification Numbers for state withholdings where state taxes were withheld for the vendors.	
3.	Generate the 1099 work files to review the information that will be used on the 1099.	
4.	Run Verify Payment Reports.	
5.	If necessary, edit the work file using the Form 1099 Editor or update the <b>Paid Last Year</b> field in the Firm HUB and regenerate the 1099 work file.	
6.	Print or print preview 1099 forms for desired vendors.	
7.	If required, generate the Electronic Filing files.	

## Appendix: If You Need Assistance

If you need assistance installing, implementing, or using Vantagepoint, Deltek makes a wealth of information and expertise readily available to you.

### Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

**Attention:** Find out more about these and other services from the Deltek Support Center.

### Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

**Attention:** For more information regarding Deltek Support Center, refer to the online help available from the Web site.

## Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

**Note:** If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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## About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. [www.deltek.com](http://www.deltek.com)