Deltek Maconomy®

1099 Processing for 2.x Onwards

December 1, 2021

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Contents

Overview

This guide presents 1099 processing guidelines for Deltek Maconomy.

> **Note:** This guide is not comprehensive. See the *Deltek Maconomy Frequently Asked Questions* document and the Maconomy Online Help for additional information.

Deltek Maconomy Customer Care

If you have a question about features or functions in the Maconomy software, see the Deltek Support Center (e-Support) site at https://deltek.custhelp.com.

The Knowledge Base contains articles about our products and answers to frequently asked questions. From the Deltek Support Center home page, there is a link to the **Year-End Resources**, which contains answers to common questions and topics related to year-end processing.

In December, a recorded presentation about year-end procedures will be available via the Deltek Support Center. This presentation uses WebEx™ online conferencing services and requires installation of the WebEx Player to view the presentation. The WebEx Player will be available via a link in the Knowledge Base article, once the year-end presentations are published. Chat will be dedicated to year-end questions from December 1, 2021 through January 29, 2022.

You can contact Customer Care by:

- Sending an email message
- Calling phone support at 1.877.HLP.PROJ or 877.457.7765 (North America)
- Submitting a case from Deltek Support Center

Deltek Customer Care and Deltek University are pleased to offer free, informative webinars with a question and answer session at the end of each presentation, to help prepare you for year-end processes.

To sign up for a session:

1. Go to https://deltek.custhelp.com.
2. Select **Year-End Resources**.
3. Click the **Click here to register** link below **Year-End Special**.

You can also contact Deltek University by sending an email message to DeltekUniversity@dlz.deltek.com.

> **Warning:** To ensure that you complete the steps in the correct order, Deltek recommends that you read this entire document before you begin.

Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it here free from Adobe.

To add a custom note using Adobe Reader X:

1. On the Reader toolbar, click **Comment** at far right.
2. In the **Annotations** pane that displays, click **Sticky Note**. The cursor changes to match the button.
3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.
4. Enter your information in the text box.
5. Continue adding notes as needed.
6. Save the document.

> **Note:** Deltek recommends that you save the document to a slightly different filename so as to keep the original from being overwritten.

When reading the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

Accounts Payable

Accounts Payable Checklist

At year end, you must complete certain steps in Accounts Payable, as outlined in this section. Complete the required Accounts Payable activities in the sequence that they are listed in the following table.

Step	Description	Done?
1.	Complete all Accounts Payable payment processing, adjustments, and Accounts Payable disbursements for the year to be closed.	
2.	If you have not already done so, purchase and install the 1099 Pro software (see http://www.1099pro.com).	
3.	Run the 1099 report in the SAP Business Objects Infoview program to generate the **new delimited file**.	
4.	Confirm the Paid This Year 1099 totals, 1099 Required, Federal ID, and Primary Address information for vendors.	
5.	Print 1099s via the 1099 Pro software; send copies to your vendors and to the IRS.	

1099-Misc Changes

1099-MISC Form has major changes with box renumbering and new boxes. The 1099-MISC report in tax year 2020 (beginning for filing date January 31 2021) will no longer include box 7 non-employee compensation (NEC). To check further details about the changes, please visit the website www.irs.gov/forms-pubs/about-form-1099-misc.

The IRS has created a new form 1099-NEC report that includes the NEC details in order to have better audit trail and visibility for NEC transactions.

1099-NEC

Non-Employee Compensation is now reported on the 1099-NEC and no longer on Box 7 of 1099-MISC for tax year 2020.

The setup is the same for the 1099-NEC except that vendors that were set up previously for the 1099-MISC for non-employee compensation (NEC) must have the new 1099-NEC option list assigned to them.

To check further details about the new form 1099-NEC, please visit the website https://www.irs.gov/forms-pubs/about-form-1099-nec.

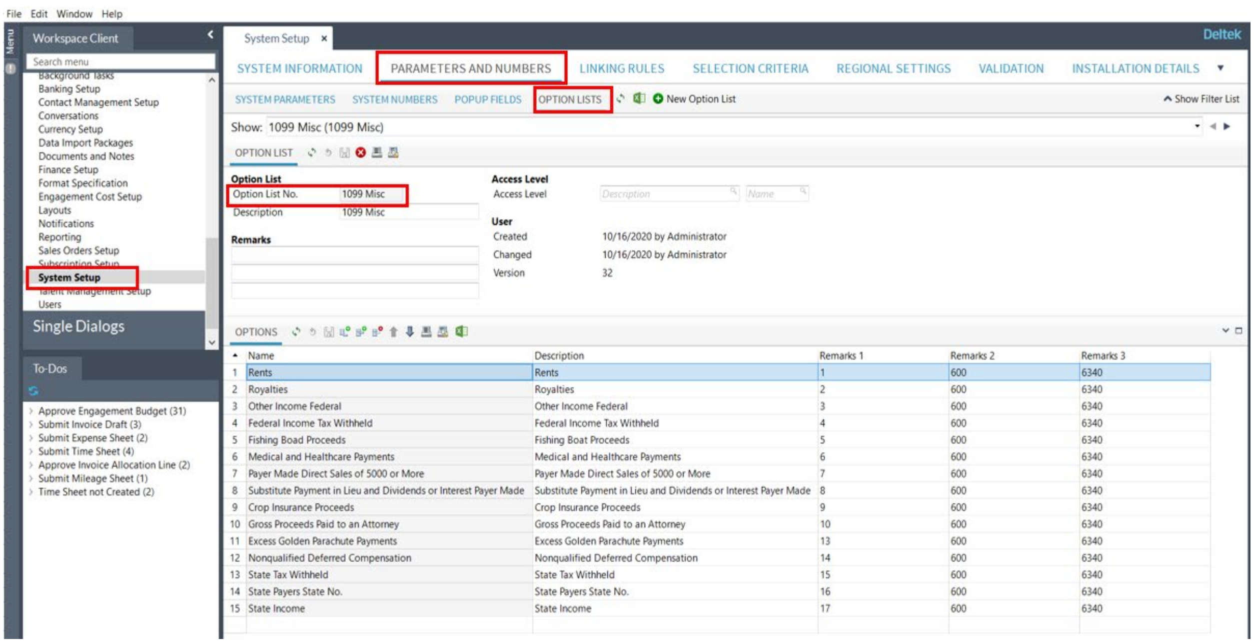
1099 Setup

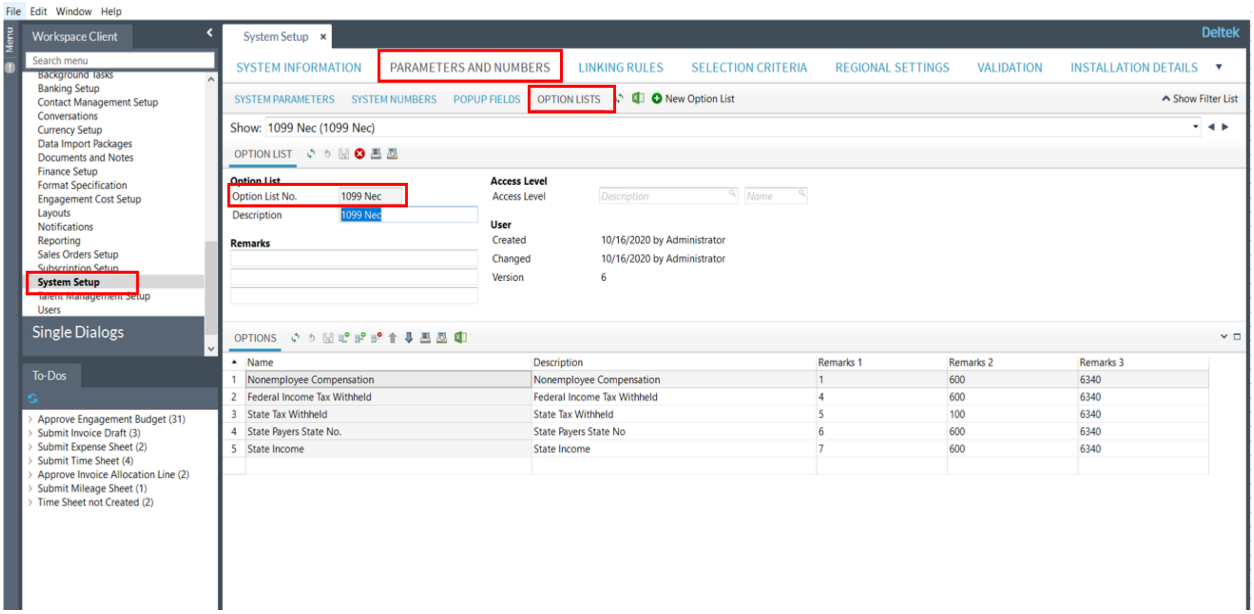
The Custom Options list and the 1099 report that is run in the SAP Business Object Infoview program should be already installed prior to processing the 1099. If this is not yet set up, please follow the steps below in setting this up.

1. Create option lists called ‘1099 Misc’ and ‘1099 NEC’. (Note: This is case-sensitive.) On the lines in the table should be the various types of income that are reportable on a 1099, such as Rents, Royalties, and so on, along with the earning threshold dollars. There is an import file for this option list if needed.
2. On each vendor that is subject to 1099 reporting, the following fields in the 1099 Reporting island should be populated:

Disclosable (checkbox)	This should be ticked if subject to reporting
Tax ID Number	The vendor's tax ID number should be entered
1099 Form	Select the '1099 Misc' or 1099 'NEC' from the option list
1099 Box	Select the type of income being reported (only 1 per vendor)

Below is how the Custom Option List should look like:



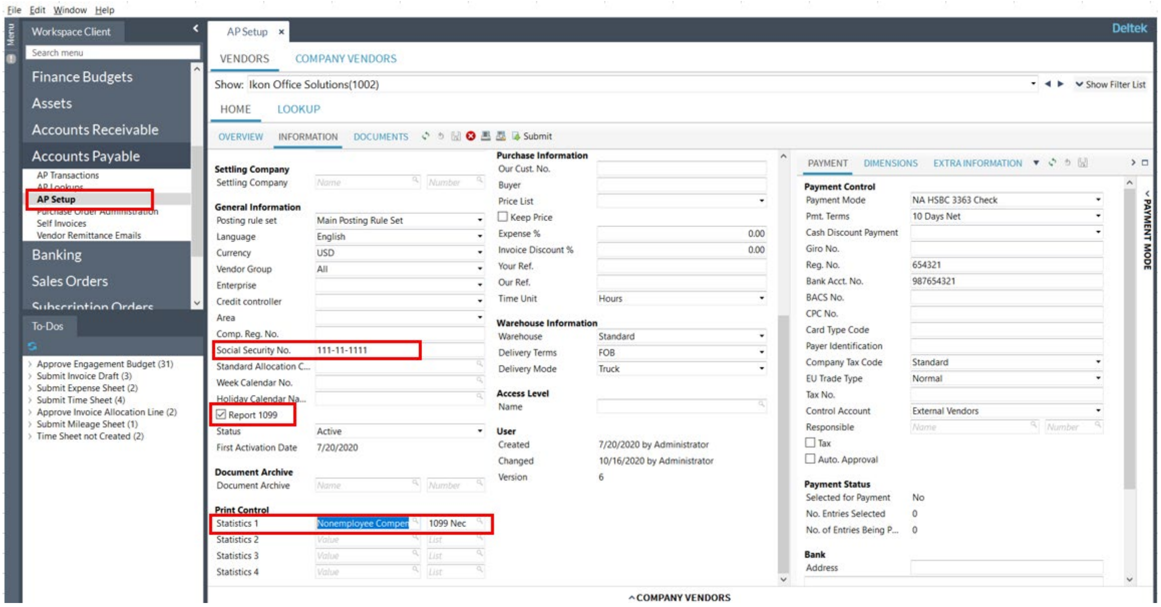


Note: This is found in **Menu Setup » System Setup » Parameters and Numbers » Option Lists**.

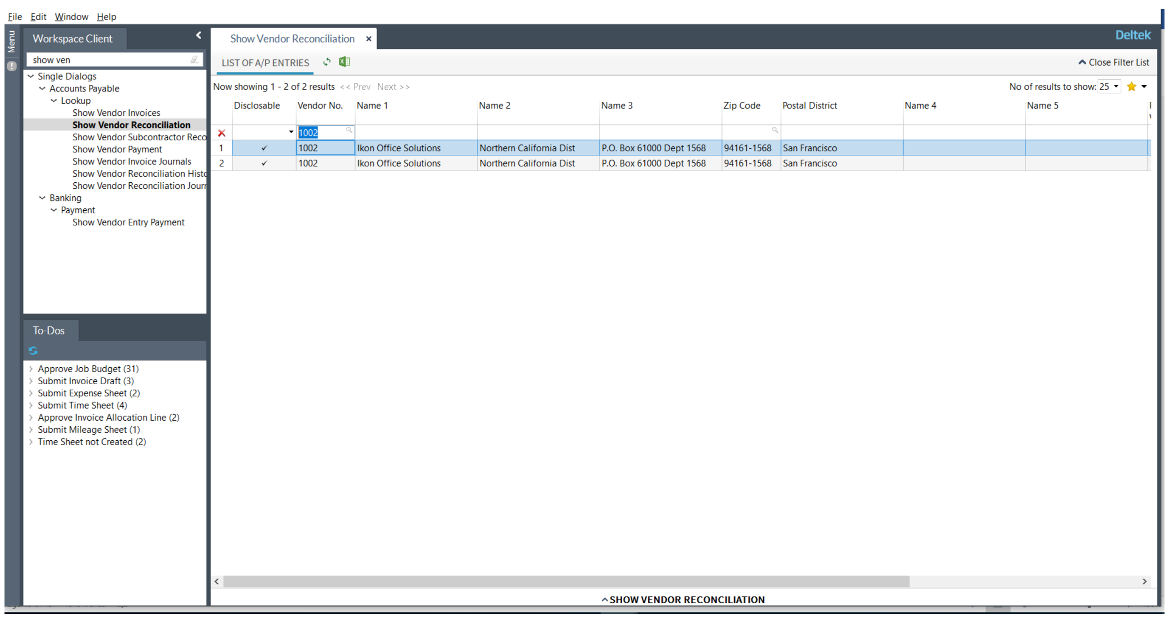
Verify 1099 Settings for Vendors

To verify 1099 settings for vendors:

1. Go to **Menu » Accounts Payable Setup » Vendor Information Card**.
2. Verify the **Disclosable or Report 1099** field is selected.
3. Verify the C.N.R number/Social Security Number is completed and populated. Make sure to use the same number convention throughout the system such as 000-00-0000.
4. Next, go to the Print Control island/portion and in the **Statistics 1** field, make sure that the 1099 list is already added/set up for the vendor**.**
5. See the following example:



6. To review amounts paid to vendors, display the Show Vendor Reconciliation window and perform a search on the **Disclosable** field. Maconomy lists the vendors that were paid and that require a 1099. This window is located in **Single Dialogs » Accounts Payable » Lookup » Show Vendor Reconciliation**.

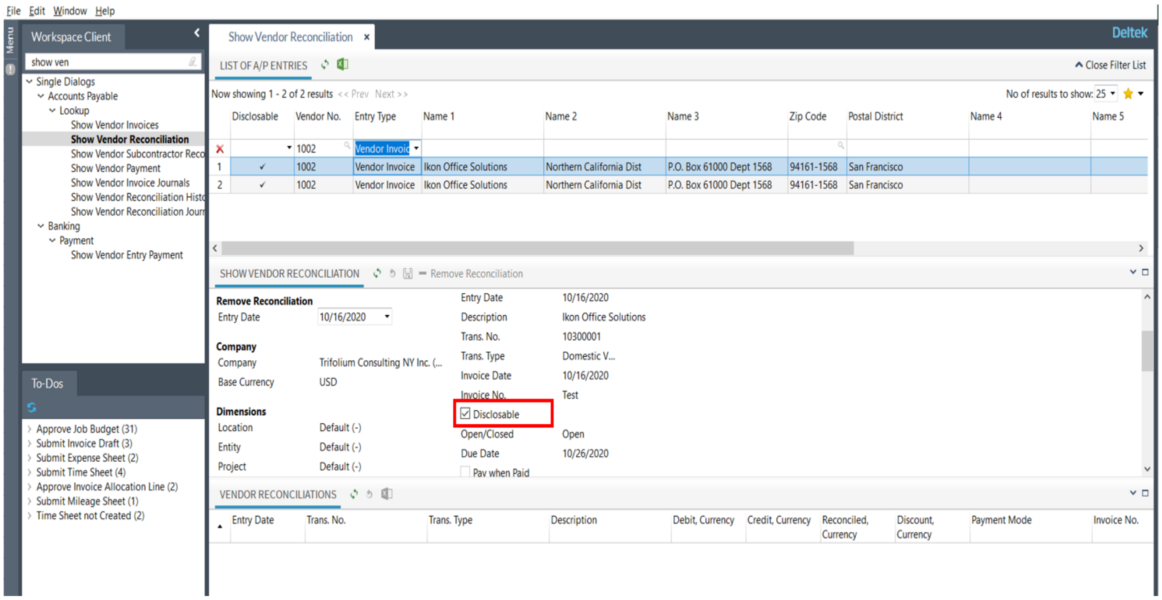


7. If Maconomy was installed mid-year, or if you did not set up the vendors for 1099 transactions, you need to complete the following steps:

   a. On the Show Vendor Reconciliation window, search for the vendors that need the 1099s. Note that even if you select the **Disclosable** field on the vendor card, these entries will not have the field selected.

b. On the Search, add the column **Entry Type = Vendor Invoice**.

c. Select the **Disclosable** option for each vendor invoice. (Import programs do not complete this step.)



Note: When vendor invoices are entered, they will automatically be considered as 'Disclosable' (Reportable on 1099) on the AP Invoice Allocation entry. If the vendor invoice being entered is not disclosable, the check box can be cleared for that vendor invoice.

If the **Disclosable** field was not correctly marked at the time of vendor invoice entry, the Disclosable status can be changed in **Single Dialogs » Accounts Payable » Lookup » Show Vendor Reconciliation**.

Running the 1099 Report in SAP Business Objects Infoview

Note: This should have already been installed in your system. If not, contact Maconomy Support.

The 1099 program exports the following data from Maconomy:

- The Vendor Name, Tax ID/SSN, Street address, City, State, and ZIP code from the Vendor Information window.
- The total of all transactions that pay invoices marked as **Disclosable**.

The output file is prepared to be imported in the 1099 Pro application (see http://www.1099pro.com/).

Generate the File and Itemized Report

To generate the 1099 detail and export reports, log in to SAP Business Objects Infoview and run the 1099 Detail.

This is a sample of a portion of how the 1099 Nec Detail report will look:

1099 Nec

Reporting Year: 2021 Chart of Accounts Type: Global

USD

10 Trifolium Consulting NY Inc.

1000 AT&T

Transaction			Invoice			Payment
Entry Date	No.	Descr.	No.	Date	Invoiced	Paid
11/19/2021	10300000	unpaid	741	11/19/2021	250.00	0.00
Total:						**0.00**
Limit:						**600.00**
Report Amount:						**0.00**

1001 Plaza Research

Transaction			Invoice			Payment
Entry Date	No.	Descr.	No.	Date	Invoiced	Paid
11/19/2021	10300001	pd in full 2021	995	11/19/2021	300.00	300.00
11/19/2021	10300006	another one	458	11/19/2021	5,000.00	4,000.00
Total:						**4,300.00**
Limit:						**600.00**
Report Amount:						**4,300.00**

> **Note:** When saving this report, save the file that can be opened in Excel.

This is how a 1099 report will look. This should be reviewed for accuracy.

1099 Nec

Reporting Year: 2021 Chart of Accounts Type: Global

USD

10 Trifolium Consulting NY Inc.

Rcp TIN	Rcp Account	First Name	Last Name/Company	Name Line 2	Address Type	Address Deliv./Street	Address Apt/Suite	City	State	ZIP Code
01-1234567	1000		AT&T			P.O. BOX 78314		Phoenix	AZ	85062-8314
04-2111471	1003		American Express			Box 0001		Los Angeles	CA	90096-0001
05-2512369	1002		Ikon Office Solutions			Northern California Dist	P.O. Box 61000 Dept 1568	San Francisco	CA	94161-1568
06-6541236	1004		Paychex			1551 S. Washington Ave.	Suite 200	Piscataway	NJ	8854
09-2547896	1001		Plaza Research			2575 E. Camelback Road	Suite 800	Phoenix	AZ	85016

Rcp TIN	Country	Rcp Email	Tax State	Box 1 Amount	Box 2 Amount	Box 3 Amount	Box 4 Amount	Box 5 Amount	Box 6 Amount	Box 7 Amount	2nd TIN Notice
01-1234567	AZ		AZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
04-2111471	CA		CA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05-2512369	CA		CA	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	
06-6541236	NJ		NJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09-2547896	AZ	pk@plaza.com	AZ	4,300.00	0.00	0.00	0.00	0.00	0.00	0.00	

The output file can be directly edited (if this is saved as a file that can be opened in Excel).

Open the file in Excel and verify the output ties with the final report.

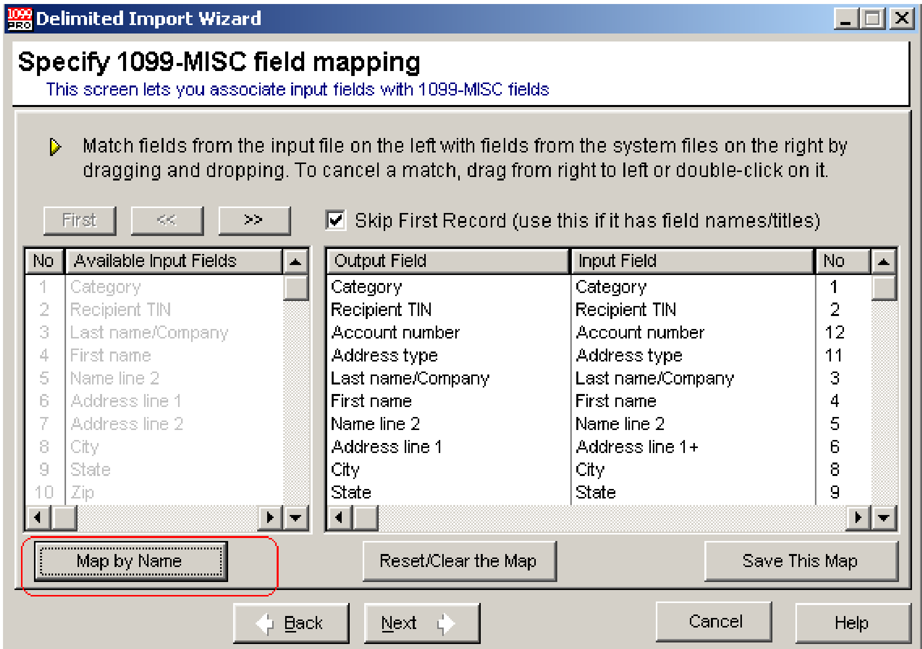
In 1099 Pro

After you export the 1099 detail from SAP Business Objects Infoview, you import the **new delimited file** into 1099 Pro.

In 1099 Pro:

1. Click **Utilities » Run the Import Wizard**.
2. Click **Import a New Delimited File** and follow the steps provided.
3. Import the file generated in step 2. The file is Standard tab delimited.

4. When you map the fields, select the **Map by Name** option.



5. Finish the procedure and review the log screen for any errors or warnings.
6. Verify that the imported data matches the file exported from Maconomy.
7. Post the session.

If you have questions about 1099 Pro, contact technical support group at support@1099pro.com. If you have questions about the Maconomy report and data extracted, send an email message to support.us@maconomy.com.

Form 1099 Processing

At year-end, you must provide a 1099 Form to vendors to which you paid more than a specified amount (as legislated). The 1099 Form displays the amount paid by your company to the vendor. Distribute the five copies of this form as follows:

Copy	Distribute to
A	Internal Revenue Service Center
B	Recipient (vendor)
C	Payer, for the payer's records
1	State tax department
2	Recipient (vendor), for the recipient's state taxes

Printing Guidelines for 1099 Forms

Maconomy interfaces with 1099 Pro to print the 1099 Forms.

You can print the 2021 1099-MISC and 1099-NEC forms after finishing the 1099 process. You can also print 1099-MISC forms for prior years, if necessary. Deltek performs all printing tests using Laser and Inkjet printers. Because Laser and Inkjet printers do not accommodate carbon copy forms, you can print only one copy of the 1099 forms during a single print run. Therefore, you must print multiple copies (see below).

Note: Deltek recommends that you order 1099-MISC forms through supported Deltek vendors. See the Deltek website for information.

Printing a Test Run

Before you print a final set of 1099s, you should print a test run. The test run confirms that all of the 1099s print correctly and that all 1099s are properly aligned. You may want to perform this step well in advance of your final 1099 run.

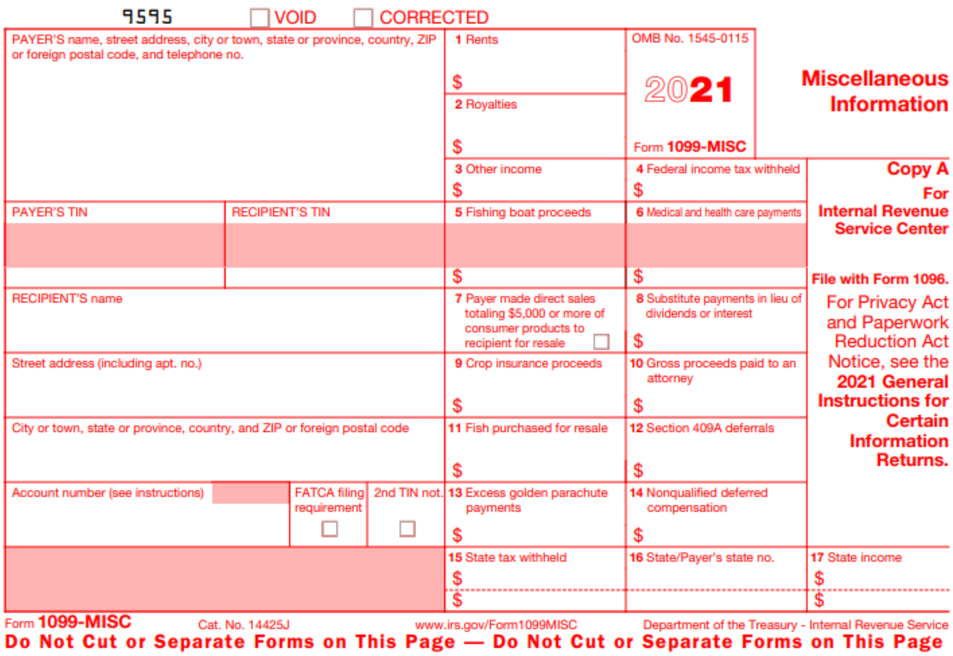
To print a test run, print the 1099s on plain paper, and then hold the paper over the actual forms to verify the layout.

Appendix: Sample IRS 1099 Forms

1099-MISC Form example: http://www.irs.gov/pub/irs-pdf/f1099msc.pdf

1099-NEC Form example: https://www.irs.gov/pub/irs-pdf/f1099nec.pdf

1099-MISC and 1099-NEC Forms processing information: https://www.irs.gov/instructions/i1099mec



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 $

OMB No. 1545-0115

2021

Form 1099-MISC

Miscellaneous Information

4 Federal income tax withheld $

Copy A For Internal Revenue Service Center

PAYER'S TIN

RECIPIENT'S TIN

5 Fishing boat proceeds $

6 Medical and health care payments $

File with Form 1096.

RECIPIENT'S name

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 $

For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.

Street address (including apt. no.)

9 Crop insurance proceeds $

10 Gross proceeds paid to an attorney $

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

11 Fish purchased for resale $

12 Section 409A deferrals $

Account number (see instructions)

FATCA filing requirement

2nd TIN not.

13 Excess golden parachute payments $

14 Nonqualified deferred compensation $

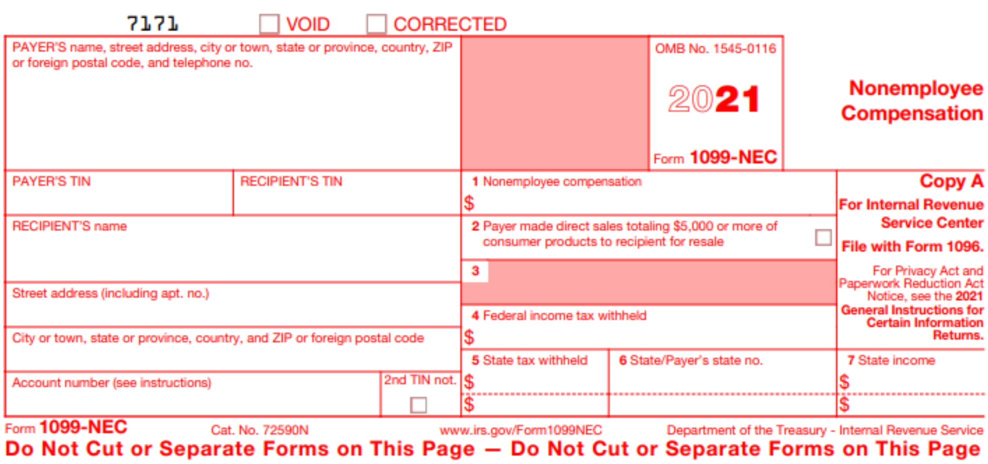
15 State tax withheld $ $

16 State/Payer's state no.

17 State income $ $

Form 1099-MISC Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page



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. 1545-0116

2021

Form 1099-NEC

Nonemployee Compensation

PAYER'S TIN

RECIPIENT'S TIN

1 Nonemployee compensation $

Copy A For Internal Revenue Service Center

RECIPIENT'S name

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

File with Form 1096.

3

Street address (including apt. no.)

For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.

4 Federal income tax withheld $

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

5 State tax withheld $ $

6 State/Payer's state no.

7 State income $ $

Account number (see instructions)

2nd TIN not.

Form 1099-NEC Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

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