



Deltek

# Deltek Maconomy®

1099 Processing for 2.x Onwards

**December 1, 2020**

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## 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, 2020 through January 29, 2021.

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](mailto: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 <a href="http://www.1099pro.com">http://www.1099pro.com</a> ).	
3.	Run the 1099 report in the SAP Business Objects Infoview program to generate the <b>new delimited file</b> .	
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 (filing date January 31 2021) will no longer include box 7 non-employee comp (NEC). To check further details about the changes, please visit the website [www.irs.gov/forms-pubs/about-form-1099-misc](http://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 an option list 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

Accounts Payable

Rents, Royalties, and so on, along with the earning threshold dollars. There is an import file for this option list if needed.

- On each vendor that is subject to 1099 reporting, the following fields in the 1099 Reporting island should be populated:

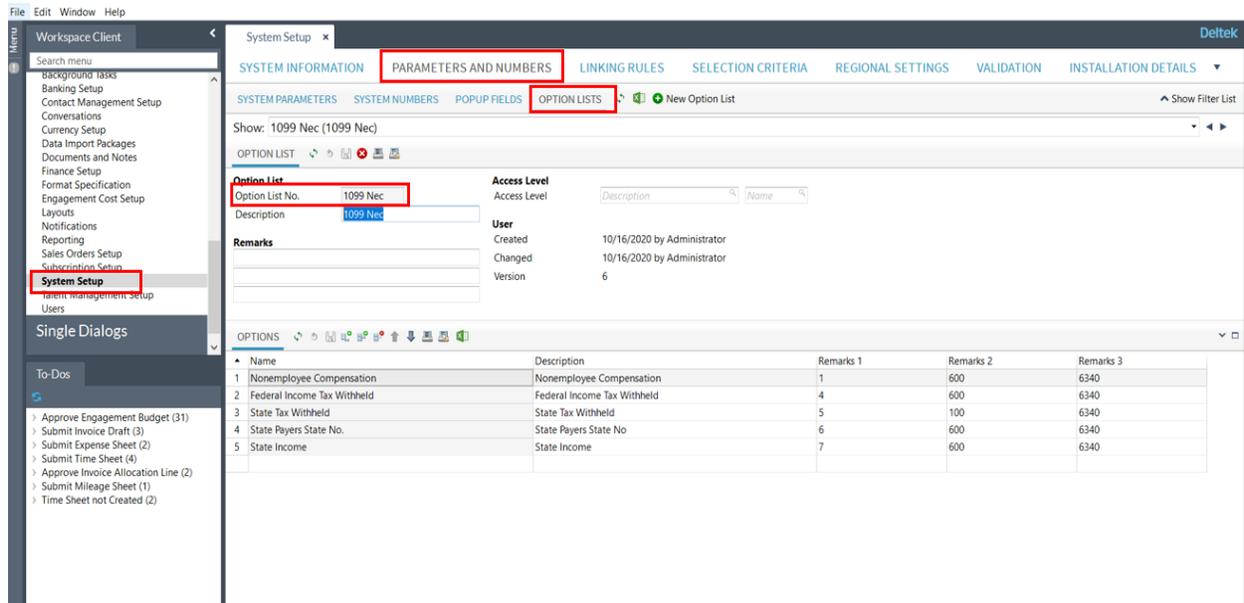
Disclosable (checkbox)	This should be ticked if subject to reporting
Tax ID Number	The vendor's tax ID number should be entered
1099 Form	Select the '1099 Misc' or 1099 'NEC' from the option list
1099 Box	Select the type of income being reported (only 1 per vendor)

Below is how the Custom Option List should look like:

The screenshot shows the 'System Setup' window with the 'PARAMETERS AND NUMBERS' tab selected. Under 'OPTION LISTS', the '1099 Misc' option is highlighted. The 'Access Level' is set to 600. The 'User' field shows it was created and changed on 10/16/2020 by the Administrator. The 'Version' is 32. Below this, a table lists 15 options:

Name	Description	Remarks 1	Remarks 2	Remarks 3
1 Rents	Rents	1	600	6340
2 Royalties	Royalties	2	600	6340
3 Other Income Federal	Other Income Federal	3	600	6340
4 Federal Income Tax Withheld	Federal Income Tax Withheld	4	600	6340
5 Fishing Boat Proceeds	Fishing Boat Proceeds	5	600	6340
6 Medical and Healthcare Payments	Medical and Healthcare Payments	6	600	6340
7 Payer Made Direct Sales of 5000 or More	Payer Made Direct Sales of 5000 or More	7	600	6340
8 Substitute Payment in Lieu and Dividends or Interest Payer Made	Substitute Payment in Lieu and Dividends or Interest Payer Made	8	600	6340
9 Crop Insurance Proceeds	Crop Insurance Proceeds	9	600	6340
10 Gross Proceeds Paid to an Attorney	Gross Proceeds Paid to an Attorney	10	600	6340
11 Excess Golden Parachute Payments	Excess Golden Parachute Payments	13	600	6340
12 Nonqualified Deferred Compensation	Nonqualified Deferred Compensation	14	600	6340
13 State Tax Withheld	State Tax Withheld	15	600	6340
14 State Payers State No.	State Payers State No.	16	600	6340
15 State Income	State Income	17	600	6340

Accounts Payable



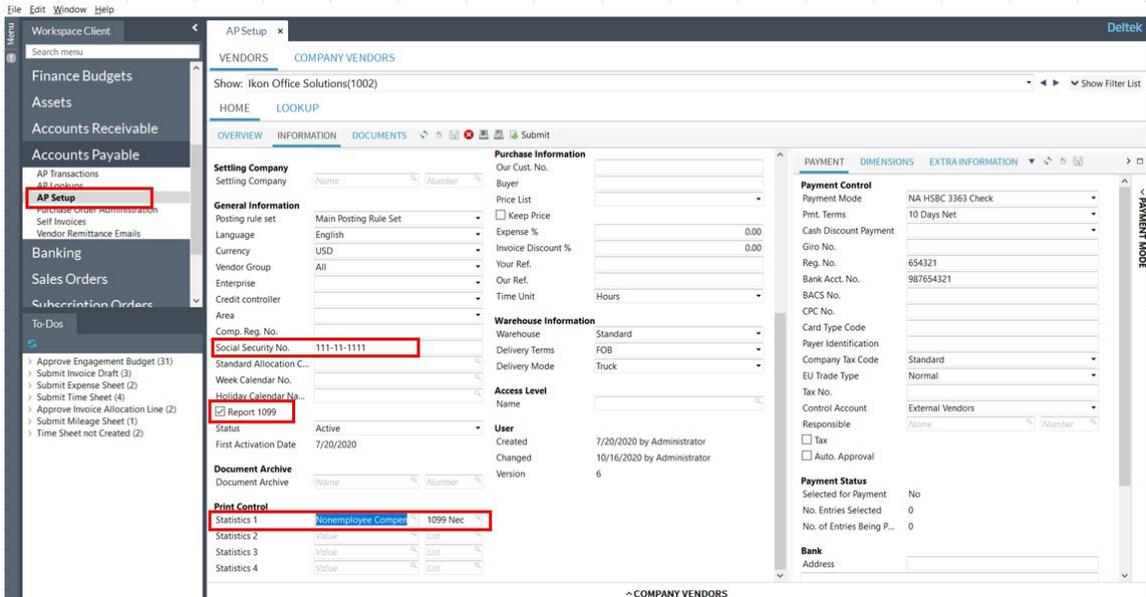
**Note:** This is found in **Menu Setup » System Setup » Parameters and Numbers » Option Lists.**

## Verify 1099 Settings for Vendors

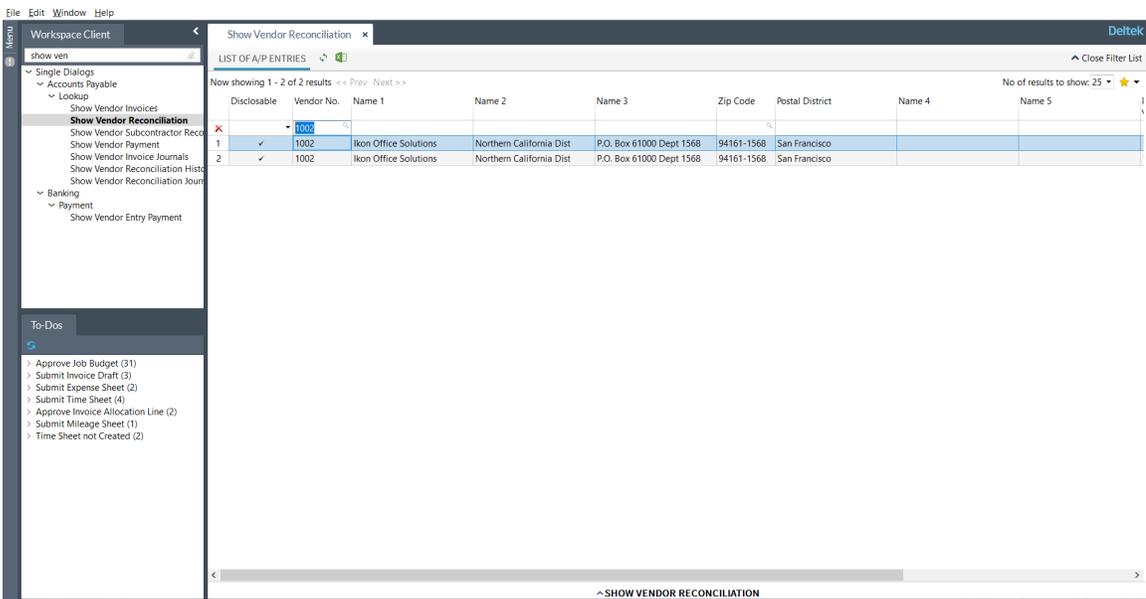
To verify 1099 settings for vendors:

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:

Accounts Payable



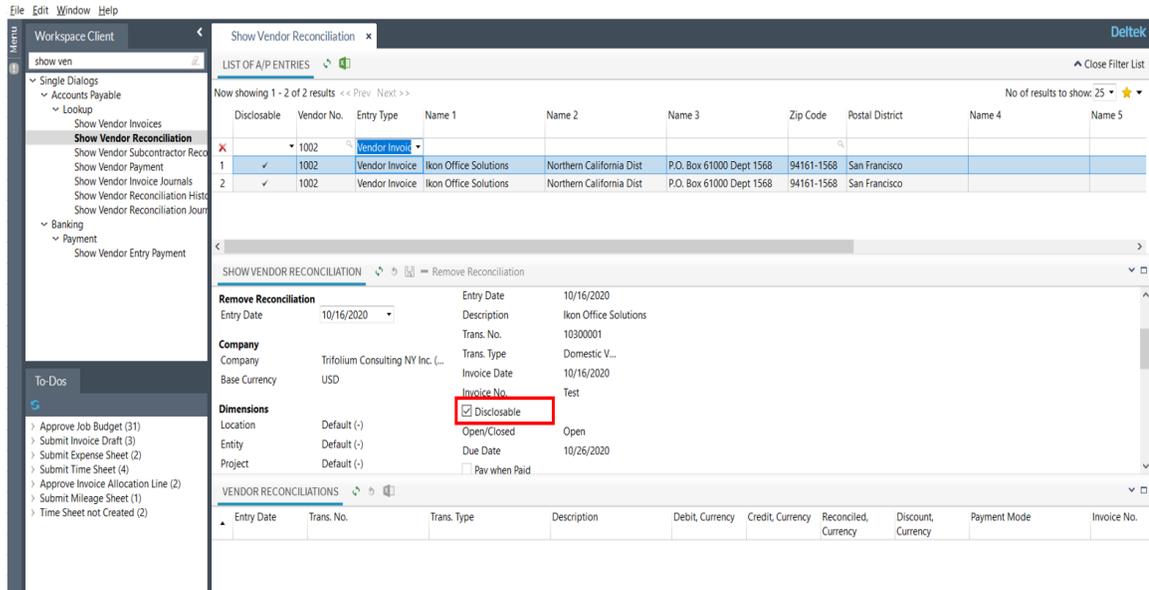
6. To review amounts paid to vendors, display the Show Vendor Reconciliation window and perform a search on the **Disclosable** field. Maconomy lists the vendors that were paid and that require a 1099. This window is located in **Single Dialogs » Accounts Payable » Lookup » Show Vendor Reconciliation**.



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.

Accounts Payable

- 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 Infocenter

**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 Infocenter and run the 1099 Detail.

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

Accounts Payable

SAP BUSINESSOBJECTS INFOVIEW

Home | Document List | Open | Send To | Dashboards | Help | Preferences | About | Log Out

Web Intelligence - AP Form 1099

Input Controls - 1099 Detail

Map | Reset

There are no input controls defined on this report.

### Form 1099 Detail

**Selection Criteria**

Reporting Year:

Company No:  Vendor No:

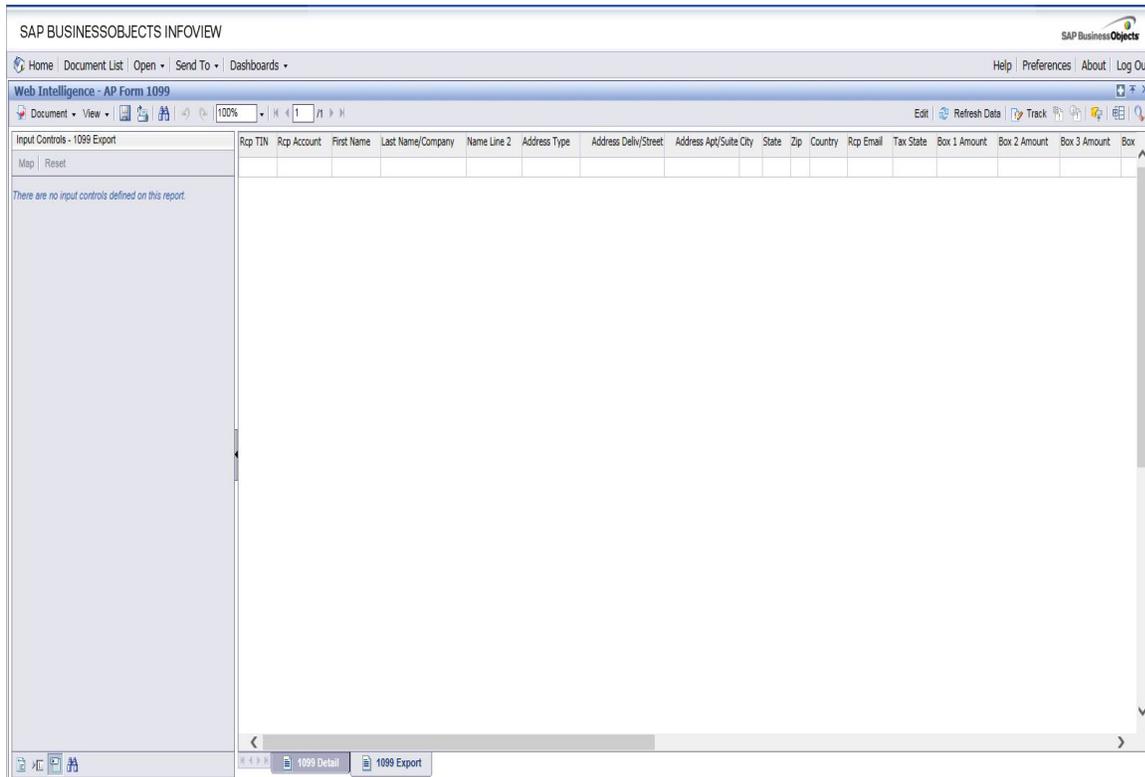
Vendor Date	Trans. No.	Invoice Date	Invoice No.	Description	Invoice Amount	Payment Amount
<b>Grand Total :</b>						
<b>Report Amount :</b>						

1099 Detail | 1099 Export

**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.

Accounts Payable



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.

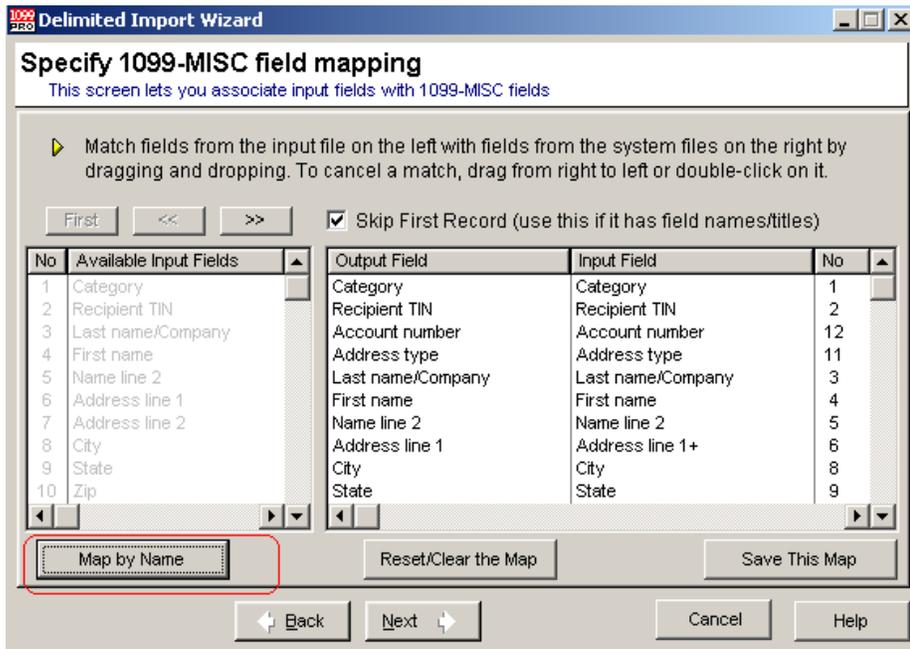
### In 1099 Pro

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.

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



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

If you have questions about 1099 Pro, contact technical support group at [support@1099pro.com](mailto:support@1099pro.com). If you have questions about the Maconomy report and data extracted, send an email message to [support.us@maconomy.com](mailto: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 2020 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/f1099misc.pdf>

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

1099-MISC and 1099-NEC Forms processing information: <http://www.irs.gov/pub/irs-pdf/f1099misc.pdf>

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		OMB No. 1545-0115  <b>2020</b>  Form 1099-MISC	<b>Miscellaneous Income</b>  <b>Copy A</b> For <b>Internal Revenue Service Center</b>  File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the <b>2020 General Instructions for Certain Information Returns.</b>
		\$			
PAYER'S TIN		3 Other income		4 Federal income tax withheld	
		\$		\$	
RECIPIENT'S TIN		5 Fishing boat proceeds		6 Medical and health care payments	
		\$		\$	
RECIPIENT'S name		7 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest	
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		12 Section 409A deferrals	
		\$		\$	
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	2nd TIN not <input type="checkbox"/>	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  <b>2020</b>  Form 1099-NEC	<b>Nonemployee Compensation</b>  <b>Copy A</b> For <b>Internal Revenue Service Center</b>  File with Form 1096.  For Privacy Act and Paperwork Reduction Act Notice, see the <b>2020 General Instructions for Certain Information Returns.</b>
\$		2			
PAYER'S TIN		RECIPIENT'S TIN			
RECIPIENT'S name		3			
Street address (including apt. no.)		4 Federal income tax withheld			
City or town, state or province, country, and ZIP or foreign postal code					
		\$			
	FATCA filing requirement <input type="checkbox"/>				
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	5 State tax withheld	6 State/Payer's state no.	7 State income	
		\$		\$	
		\$		\$	

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