


Year-End in Ajera

Form 1099 – MISC Processing Checklist

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Form 1099 – MISC Processing Checklist

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

Step	Description	Done?
1.	Review your vendors in Setup » Vendors . If a vendor requires a 1099 form, select the Receives 1099 form check box on the 1099 Info tab for that vendor, and enter the recipient ID.	
2.	Review your vendors in Setup » Vendors . If there is an amount in the 1099 Override section that is no longer valid, change the amount.	
3.	If this is your first year using Ajera, enter all your Vendor 1099 paid information through Setup » Company » Beginning Balances » Vendor 1099 Paid .	
4.	Print the Vendor 1099 Preparation report by clicking Reports » Vendor » Vendor 1099 Preparation . This report lists vendors by form type. Use the report to verify 1099 information. If there is an “override” amount entered in the Vendor setup, the report will not reflect this. Also, if a vendor’s pay has been noted with a direct entry into the Bank Register, it will not show on the report, but will be reflected on the 1099 – MISC.	
5.	Verify that the reported amounts or the override amounts are correct for the vendors.	
6.	From the Reports menu, click Government Reporting » Form 1099 .	
7.	Print or e-file 1099 forms for desired vendors.	

Note: Only the Copy A of the 1099 MISC can be printed to a pre-printed form.

Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using Ajera, 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 do not have a username and password for the Deltek Support Center, contact your firm's Ajera Administrator.

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



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