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2020 1099 FAQ's & Tips for Sage Intacct

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FAQ #1:

How do I update or change the 1099 amount for a vendor in Sage Intacct?

You can manually update a Vendors 1099 amount by:

1. Select Accounts Payable from the top navigation bar
2. Edit the appropriate vendor.
3. Go to the "Additional Information" tab
4. Click on the "1099 Form" link (Note: this only appears in edit mode)
5. Select the correct 1099 year
6. Select the appropriate 1099 form for this vendor and enter the amounts (initial values) you want to add to the vendor's current 1099 balance
7. Save Changes

*** Note, in order to reduce the vendor's 1099 amount a negative number can be entered.

FAQ #2:

How do I utilize Beginning Balances and make adjustments (positive or negative)?

You can enter the initial value for the year and also enter negative amounts to adjust.



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Form 1099 Information with Default Box

Form name
Miscellaneous Income (Form 1099-MISC) v

Default 1099 box
3 - Other income v

Initial values for year
2020 v

1 - Rents
-200.00

2 - Royalties

3 - Other income
200.00

4 - Federal income tax withheld

Do not use this process for the migration of 1099-MISC, Box 7 to 1099-NEC, Box 1. The value for 1099-MISC, Box 7 needs to be NULL

FAQ #3:

How do we file one 1099 form for a Parent vendor and its Child/Children vendors(s)?

You will have to transfer the 1099 balances to the primary vendor record from which you would like to report. This is done manually, via the initial 1099 values boxes on the vendor records. (Positive addition to the Parent/Negative removal on the Child/Children record)

FAQ #4:

Why is my 1099 Report blank? / Why is my Vendor or Bill missing from the 1099 report?

This is normally caused by 1099 information not selected for a vendor. To check this:

1. Go to Accounts Payable
2. Edit the appropriate vendor.
3. Go to the "Additional Information" tab
4. Click on the "1099 Form" link (Note: this only appears in edit mode)
5. Select the correct 1099 year
6. Verify the 1099 type has been selected

No, it is not selected: Select the default 1099 for type and box. On 'Save' the system will provide a prompt if you want to update Current Year and Last Year



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transactions.(This will be updated soon for options to update CY and PY or just CY.) If 'Don't Update Transactions' is selected, then you would need to enter the vendors 1099 amount in the appropriate initial value box for the amount to be shown on the vendors 1099.

Yes, it is selected: Then verify the following:

1. The bills for this vendor do have the 1099 box checked as true (this is a box that can be unchecked by anyone if they have permissions to AP bills)
2. Ensure the "Paid Date" of the bills is in the correct 1099 year - the 1099 amount appears in the year it was paid.

FAQ #5:

Where do I Set 1099 Printer Settings (Print Offsets)?

1. Go to Accounts Payable > Reports
2. Select "1096/1099"
3. Select "1099 Form"
4. Locate the section titled "Printing Offsets (In Inches)"
5. 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

6. When printing the 1099s, when the box comes up to select your printer:
 - a. Page Scaling, should be set to "None" (set to Actual size)
 - b. Auto Rotate, should be unchecked
 - c. If have orientation choices – set to Auto Portrait/Landscape

FAQ #7

Can a 1096 be printed from Intacct?

Yes.

1. Go to Accounts Payable > Reports



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2. Select "1096/1099"
3. Select "1096 Form"
4. Select the tax year
5. Click Print

FAQ #8

Why is there no amount or number of forms on my 1096 form?

You need to check the box under format.

A screenshot of a software interface showing a 'Format' section. It contains a checkbox labeled 'Print total number of forms and total amount reported with this form' which is checked. Below it is a dropdown menu labeled 'Form to print' with 'Dividend Income (Form 1099-DIV)' selected.

FAQ #9:

What Company address prints on the 1099s for Multi-Entities?

1. Go to Company > Subscriptions > Subscription and Configuration > Multi-Entity Console
2. Select checkbox:
 - Issue a separate 1099 for each entity. If two entities pay the same vendor, the payments for each appear on separate 1099 forms
 - Print from entity or top level
 - Have the option at the entity level (Company>Entities) to select an address to use for the 1099's printed by Entity
3. Cleared checkbox:
 - Top level company will print a single set of 1099s for all entities
 - Forms print with the Company name, address, and tax ID of the top level, even if an entity made the payment



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Configure Multi Entity

The screenshot shows the "Configure Multi Entity" settings page. On the left, there are three expandable sections: "Entity preferences" with a checked checkbox for "Enable multiple base currencies" and a dropdown for "Value approval currency" set to "USD"; "1099" with a checked checkbox for "Issue a separate 1099 per entity"; and "Entity restrictions". On the right, the "Legal contact" section has a checked checkbox for "Enable legal name and address on form 1099/1096" and a text input field for "Legal name *".

FAQ #10:

How can I print one set of 1099s if two entities share a Federal Tax ID number?

Create a location group consisting of those two entities and run reports by Entity Group.

Form 1099

The screenshot shows the "Form 1099" filters section. It includes checkboxes for "Select all vendors" and "Select all employee", and dropdown menus for "From vendor", "To vendor", "From employee", and "To employee". The "Entity/ Entity group *" dropdown menu is highlighted in yellow.

FAQ #11:

Where can I get Tax Forms?

Perfectly aligned, the forms you'll find in our Forms Center are the only ones Sage Intacct supports.

To purchase forms that work with Sage Intacct:

On the Home page, go to **Resources > Checks and Supplies**

Available in the HELP Center

FAQ #12:

What type of Print Driver should be used?



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Make sure a Universal Printer Driver (UPD) is installed – this ensures consistent font and printing no matter what printer you use.

Have questions or need TCFOS' help filing your 1099s? We have fixed price packages for outsourcing your 1099 filing needs. Contact our experts by visiting our website at TrustedCFOSolutions.com.