

Intacct 1099-MISC to 1099-NEC Conversion

Edit View			
Step 1: Select the columns to be included in	n your view		
Vendor			
Vendor ID	Vendor Name	1099 Name	Status
Term	Term Value	Default expense account	Number
Tax ID	Credit Limit	Total Due	Comments
Form 1099 Type	V Form 1099 Box	Default Currency	Payment Priority
Vendor Billing Type	Vendor Type ID	GL Group	Parent Vendor
Price Schedule	Discount (%)	Vendor Price List	Default Bill Payment Date
Display the term discount on the check stub	One-time use	On Hold	🗌 Don't pay



Create the 1099-MISC Export View in Intacct. This is a custom view that is created in the vendor listing in the AP module. The screen shot above displays the 5 columns to use for this view. The Columns should be in the following order: **Vendor ID, Vendor Name, 1099 Name, Form 1099 Type, and Form 1099 Box.**

Edit View

Step 3: Select filters

Vendor Columns Value Operator ✓ equals ✓ MISC Form 1099 Type AND × 7 Form 1099 Box ✓ | equals AND --None--✓ equals ~ AND --None--✓ equals × AND ✓ equals --None--~ AND Add Filter Delete Last Filter



The view should be filtered by the following: Form 1099 Type equals MISC Form 1099 Box equals 7

5	\ () () () () () () () () () ()	Company
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Company Setup Checklist

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\bigotimes	Vendors*	Create	Import	Template	View
	Vendor Visibility*		Import	Template	View
	Vendor 1099 Transaction Update*		Import	Template	



Once the view is created export the results to Excel. The results can now be copied and pasted into the Vendor 1099 Transaction Update template that is found in the Company setup check list.

ODORDIMENT VENDORNAME NAME.009 DEFAULT099TVC DEFAULT099TVC UPLAUT099TVC UPLAUT09TVC	A	В	c	D	E	F	G	Н	I	J
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Once the data is copied into the spreadsheet it should look like the example above.

Accounts Payable	~						
Dashboards	>	All Setup		Overvie	w 🗹	View	
Company	>	⊕ Vendors	Payments	Custom Views	•	View	
General Ledger	>	⊕ Bills	 Adjustments Advances 	Reports			
Order Entry	>	Approve bills	Approve payments	Memorized reports			
Accounts Payable	>	Pay bills	 Manual payment 	My stored reports			
Accounts Receivable	>	⊕ Recurring	Posted payments	1096/1099	•		
Inventory Control	>	Checks	Print payment copies	AP ledger		1096 form 1099 form	
Time & Expenses	>	Check reconciliation	View payment requests	AP recurring		1000 reports	~
Cash Management	>		Wells Fargo Payment Manag	Bills analysis	•	1099, create file	W
Purchasing	>	Check run, add to	Subledaer	Reclassification	- L		



Prior to importing the 1099 update template, Run the 1099 report for MISC-1099s and keep a copy of the results. This will serve as a check prior to the new file being imported.

lease select an Entity									
									0
Vendor/ Employee	Vendor/ Employee ID	Entity	Bill No	GL Account	Tax ID	Memo	Bill Amount	Paid Amount	1099 Category
Vendor/ Employee Sysco Foods	Vendor/ Employee ID VEN-000001	Entity	Bill No	GL Account	Tax ID No Tax ID Found	Memo	Bill Amount	Paid Amount	1099 Category
Vendor/ Employee Sysco Foods	Vendor/ Employee ID VEN-000001	Entity Florida #40	Bill No	GL Account 6530Other Expense	Tax ID No Tax ID Found	Memo	Bill Amount 25.00	Paid Amount 25.00	1099 Category
Vendor/ Employee Sysco Foods	Vendor/ Employee ID VEN-000001	Entity Florida #40	Bill No	GL Account 6530Other Expense	Tax ID No Tax ID Found	Memo Total for 1099-MISC	Bill Amount 25.00 25.00	Paid Amount 25.00 25.00	1099 Category
Vendor/ Employee Sysco Foods Total for Sysco Foods	Vendor/ Employee ID VEN-000001	Entity Florida #40	Bill No	GL Account 6530Other Expense	Tax ID No Tax ID Found	Memo Total for 1099-MISC	Bill Amount 25.00 25.00 25.00	Paid Amount 25.00 25.00 25.00	1099 Category 1099-MISC, 7

Process & store

Email

Ad

View

Customize

Print



1099 Reports

Import the Vendor 1099 Transaction Update template.

Once the import is successful rerun the 1099 report to ensure that the totals from the report in the previous step tie to the new 1099-NEC totals for box 7. This will ensure that no transactions were missed.

The 1099 MISC to NEC conversion process is now complete.

For more insider Intacct information, visit SockeyeConsulting.com

