

Vision Municipal Solutions

How To Process 1099's

Financials



Vision Support Staff

12/2020

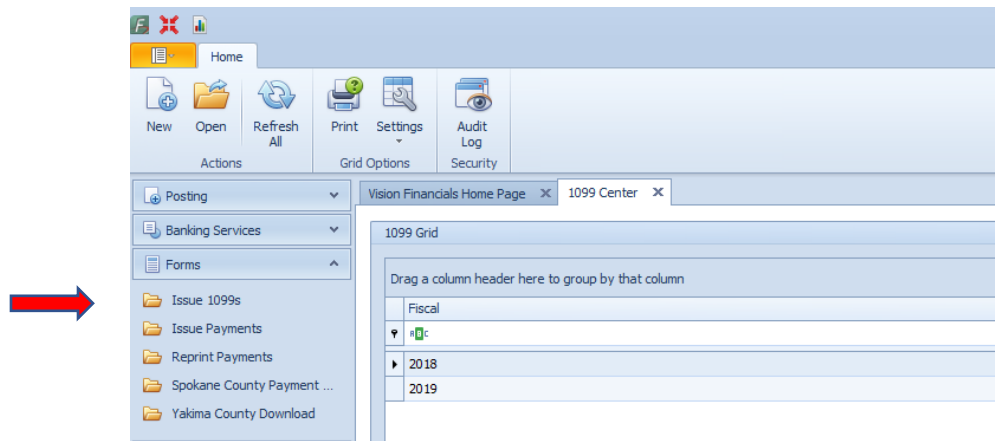
How To: Process 1099's for Vision

The 1099-MISC or 1099-NEC pre-printed forms must be purchased to work with the Vision Financials program.

<https://www.irs.gov/businesses/online-ordering-for-information-returns-and-employer-returns>

<https://www.irs.gov/pub/irs-pdf/i1099mec.pdf>

1. Make sure your printer is turned on and is online.
2. Make sure you have the pre-printed form (MISC or NEC) is in the printer.
 - Check to make sure your forms are in the correct way. If you are uncertain, make a copy of one of the pre-printed forms to print a test run.
 - It is simpler to print copies separately than all at once. Do not collate your pre-printed forms before putting them into the printer. Instead, start by loading all the Copy 1 forms. After you have printed all the Copy 1 forms for each vendor, load and print the Copy 2 forms.
3. Go to the Forms menu in Financials and click Issue 1099's to open the 1099 Center



4. Select the  button in the top left corner to open the Vendor 1099 Manager.

5. Select the Fiscal Year

The screenshot shows a dropdown menu for selecting the fiscal year. The label 'Fiscal:' is on the left. The dropdown menu is open, showing '2019' selected. The dropdown arrow is on the right side of the menu.

6. Enter your Payer's Information in the right side of the 1099 Manager page

Payer's Name:	City of AnyVille
Payer's Address:	P O Box 1234
Payer's City State Zip:	Anytown WA 99001
Payer's Phone Number:	
Payer's Fed Tax ID:	12-3333331

7. Select the Form Type:

Form Type:	1099 Nec
Minimum Balance:	1099 Nec
	1099 Misc

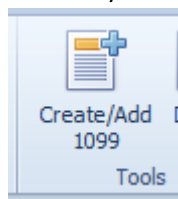
7A: Form Type 1099-NEC: Nonemployee Compensation Nonemployee Compensation

- Select the Minimum Balance: At least \$600 – Additional information:
<https://www.irs.gov/pub/irs-pdf/i1099mec.pdf>

- Select Council Dates: Please a check mark in each council period for the Fiscal.

Council Dates	<input checked="" type="checkbox"/> 2019 - March - 2nd Council <input checked="" type="checkbox"/> 2019 - April - 1st Council <input checked="" type="checkbox"/> 2019 - April - 2nd Council <input checked="" type="checkbox"/> 2019 - May - 1st Council <input checked="" type="checkbox"/> 2019 - May - 2nd Council <input checked="" type="checkbox"/> 2019 - October - 1st Council <input checked="" type="checkbox"/> 2019 - October - 2nd Council
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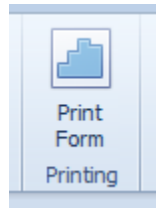
- Select the Create/Add 1099 to create the 1099s.



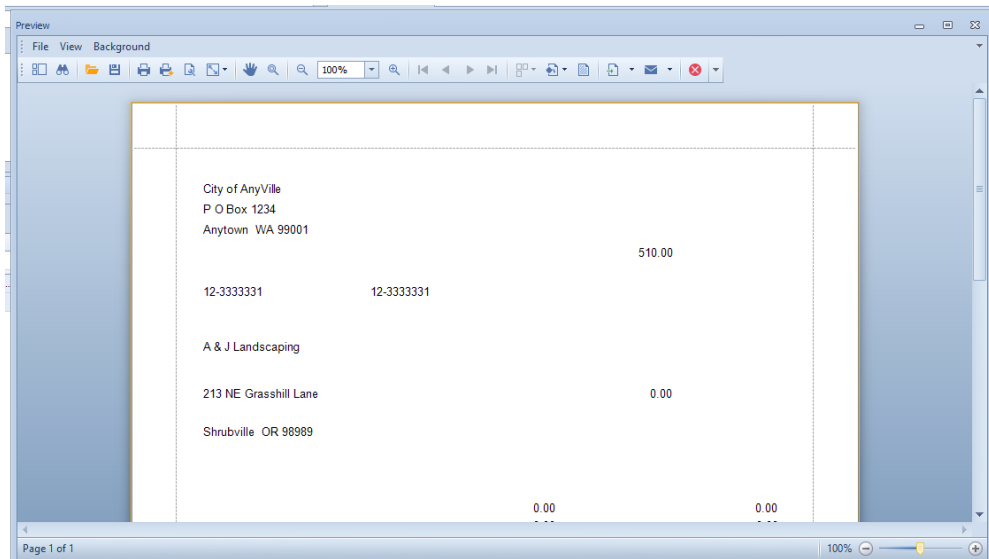
- This will populate the 1099s, place a checkmark in the box for each

1099 Amounts					
Drag a column header here to group by that column					
	<input checked="" type="checkbox"/>	Vendor Num...	Vendor Name	Address	City S
	<input type="checkbox"/>	R B C	R B C	R B C	R B C
	<input checked="" type="checkbox"/>	9325	A & J Lands...	213 NE Gra...	Shrub
	<input checked="" type="checkbox"/>	555553	Critias Hero...		

- Select Print form at the top of the screen

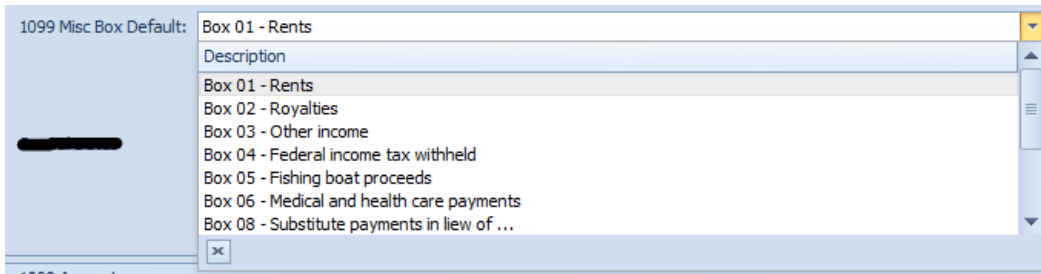


- This will populate the print screen to print the select 1099s.
Check to make sure your forms are in the correct way. If you are uncertain, make a copy of one of the pre-printed forms to print a test run.

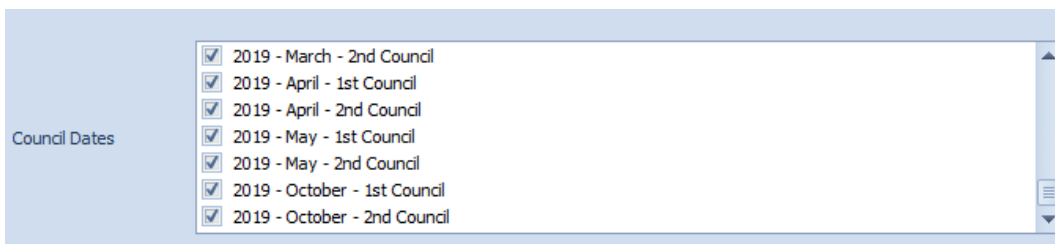


7B: Form Type **1099-MISC**: Miscellaneous Information

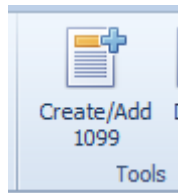
- Select the Minimum Balance:
 - At least \$10 – royalties (02) or broker payments in lieu of dividends or tax-exempt interest (08).
 - At least \$600 - <https://www.irs.gov/pub/irs-pdf/i1099mec.pdf>
- Select 1099 MISC Box Default, see above link for additional information:



- Select Council Dates: Place a check mark in each council period for the Fiscal.



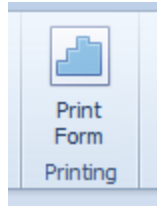
- Select the Create/Add 1099 to create the 1099s.



- This will populate the 1099s, place a checkmark in the box for each

1099 Amounts				
Drag a column header here to group by that column				
	Vendor Num...	Vendor Name	Address	City S
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	9325	A & J Lands...	213 NE Gra...	Shrubs
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