

**The Financial Edge
End of Year Roundtable
December 11th, 2012**

► **ACCOUNTS PAYABLE**

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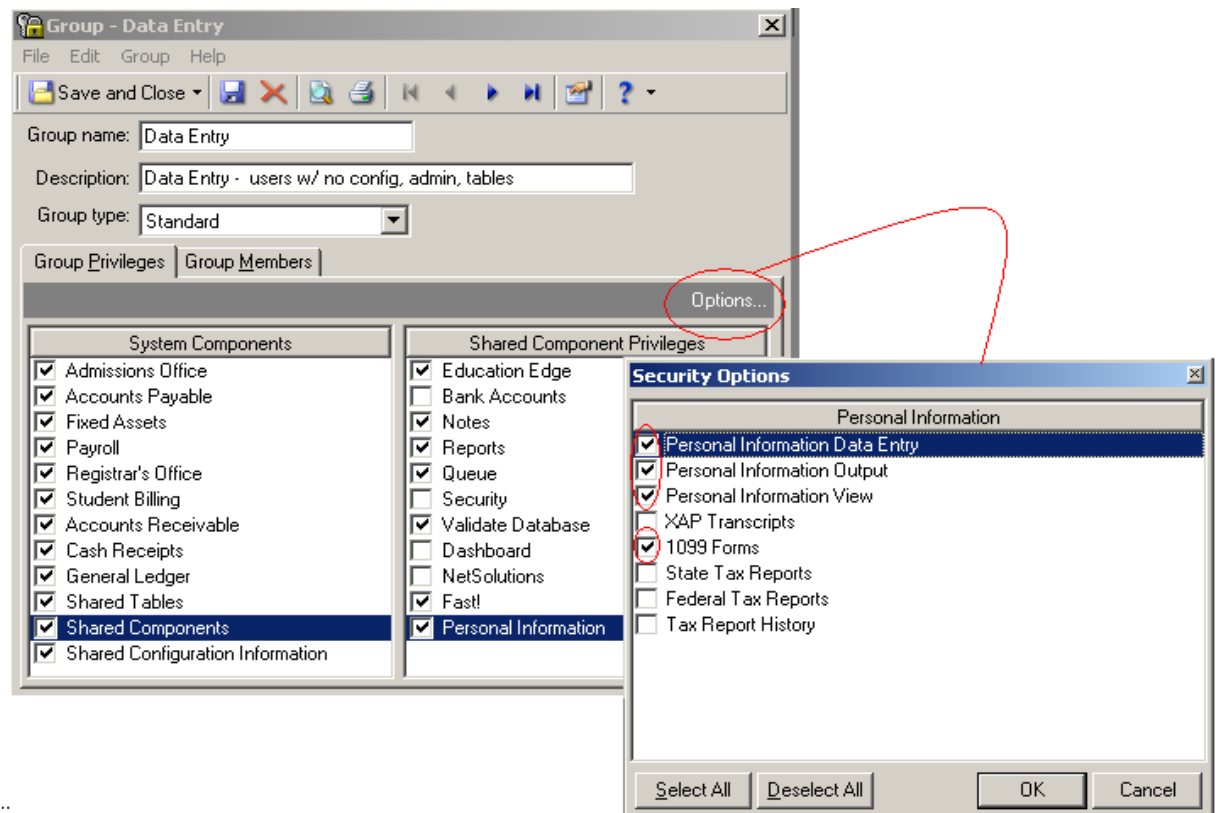
► OVERVIEW

- System security
- Print 1099 forms
- Create a 1099-MISC Magnetic Media File
- Using Query as a reporting tool
- Verify 1099 amounts
- 1099 adjustments
- Frequently asked questions
- Facilitate next year's 1099 processing



SYSTEM SECURITY

- Mail is missing
- 1099 forms missing in mail
- Vendor Tax ID field is grayed out

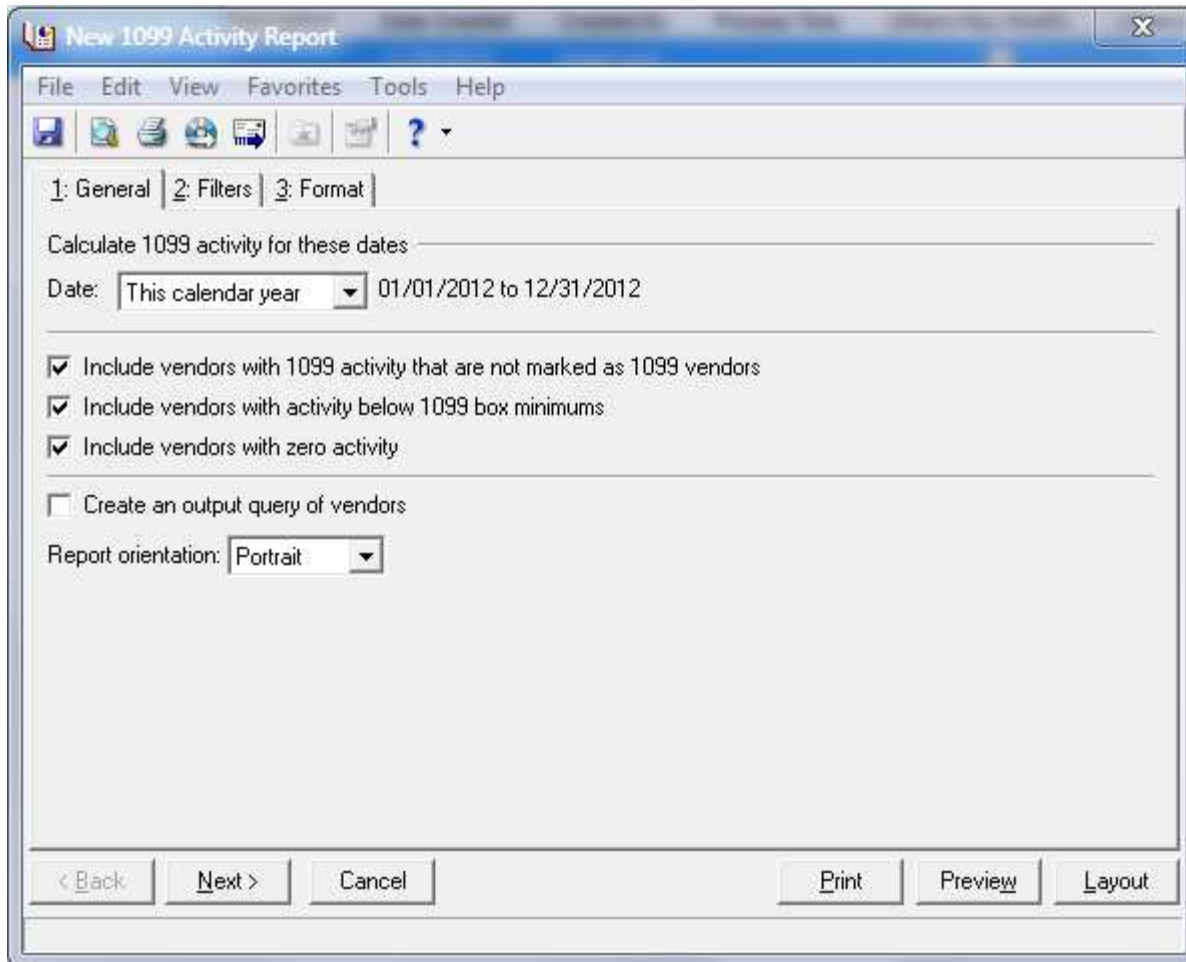


► QUESTIONS ABOUT SYSTEM SECURITY AND ACCESSING 1099 FORMS?



► VERIFY 1099 AMOUNTS

- 1099 Activity Report displays vendors with 1099 amounts



The screenshot shows a software window titled "New 1099 Activity Report". It features a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and a help icon. The main area has three tabs: "1: General" (selected), "2: Filters", and "3: Format". Under the "General" tab, there is a section "Calculate 1099 activity for these dates" with a "Date:" label, a dropdown menu set to "This calendar year", and a date range "01/01/2012 to 12/31/2012". Below this are three checked checkboxes: "Include vendors with 1099 activity that are not marked as 1099 vendors", "Include vendors with activity below 1099 box minimums", and "Include vendors with zero activity". There is also an unchecked checkbox "Create an output query of vendors". At the bottom of the main area is a "Report orientation:" label and a dropdown menu set to "Portrait". The bottom of the window contains a row of buttons: "< Back", "Next >", "Cancel", "Print", "Preview", and "Layout".

► VERIFY 1099 AMOUNTS

- Setting up a 1099 vendor includes defining the 1099 distribution

1099 Distribution for Invoice 55854-016

File Edit View Options Help

1099 Distribution for Invoice 55854-016

1099 Box Number State Amount

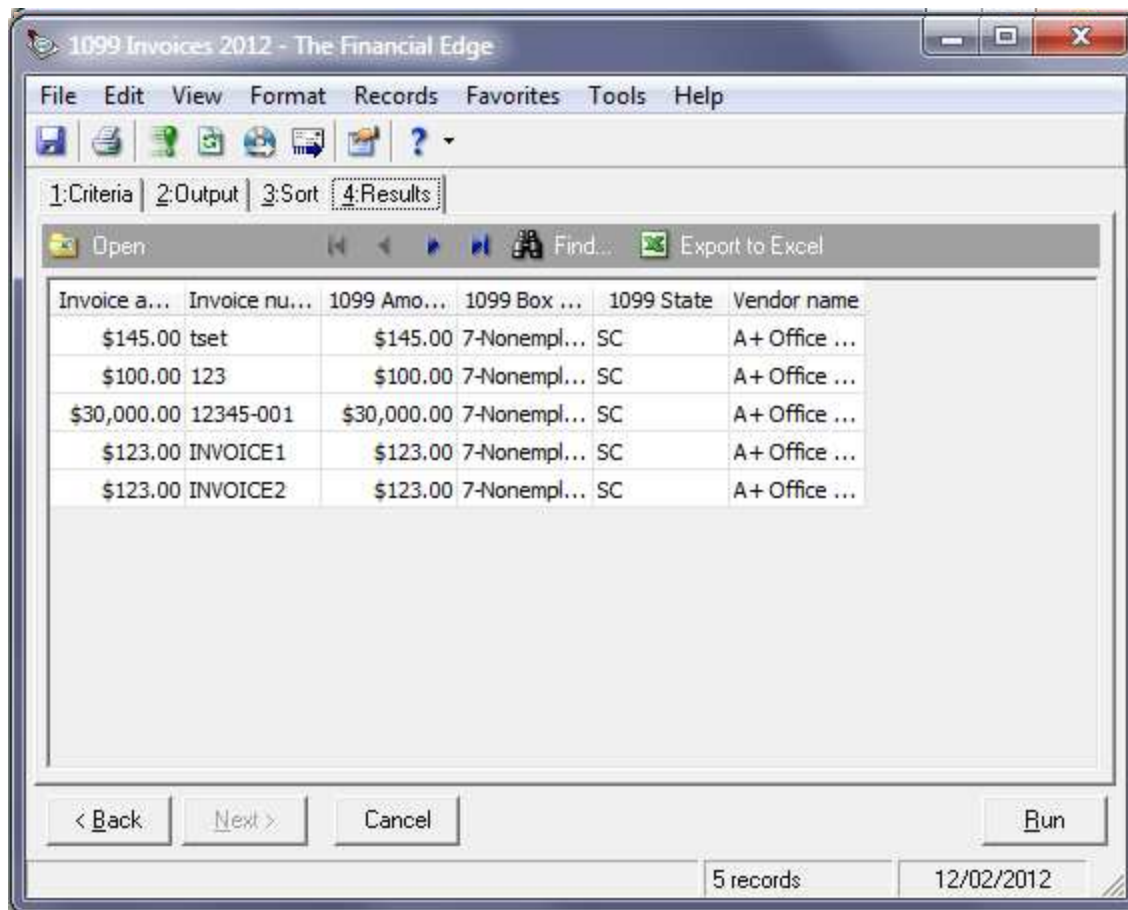
Distribute Evenly Delete All... Total: \$0.00

OK Cancel

Invoice amount: \$100.00

1099 Distribution...

► VERIFY 1099 AMOUNTS



Invoice a...	Invoice nu...	1099 Amo...	1099 Box ...	1099 State	Vendor name
\$145.00	tset	\$145.00	7-Nonempl...	SC	A+ Office ...
\$100.00	123	\$100.00	7-Nonempl...	SC	A+ Office ...
\$30,000.00	12345-001	\$30,000.00	7-Nonempl...	SC	A+ Office ...
\$123.00	INVOICE1	\$123.00	7-Nonempl...	SC	A+ Office ...
\$123.00	INVOICE2	\$123.00	7-Nonempl...	SC	A+ Office ...

- Invoice query listing all invoices entered in 2012 with a 1099 distribution
- BB612368 - How to query on invoices with 1099 distribution

► VERIFY 1099 AMOUNTS

1099 vendors with missing 1099 invoices - The Financial Edge

File Edit View Format Records Favorites Tools Help

1:Criteria 2:Output 3:Sort 4:Results

Open Find... Export to Excel

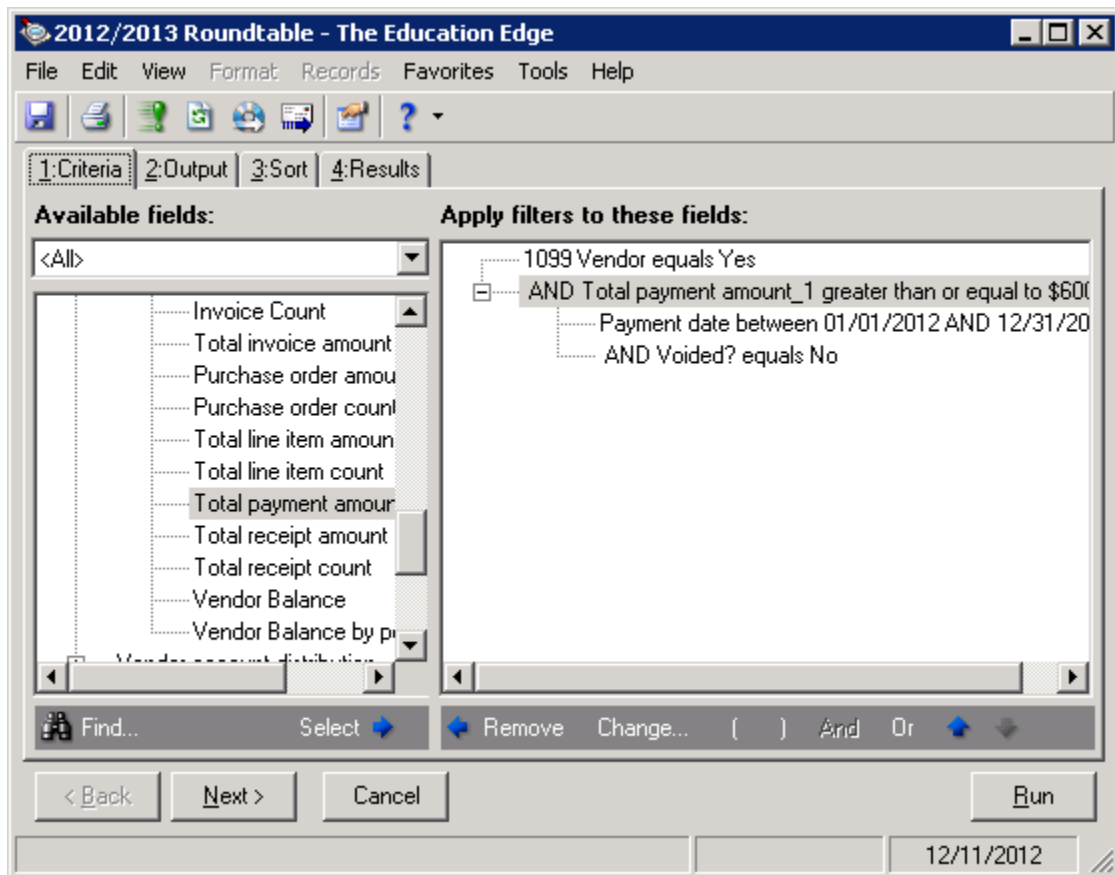
Vendor 10...	Payment d...	Invoice a...	Invoice number	1099 Amo...	Invoice 10...	Vendor nam
7-Nonempl...	07/15/2012	\$123.00	test	\$123.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	07/20/2012	\$123.00	123	\$123.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	07/20/2012	\$20.00	17493	\$20.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	08/01/2012	\$124.00	123	\$124.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	08/29/2012	\$30.00	123456789			A+ Office Supplies
7-Nonempl...	11/27/2012	\$30,000.00	12345-002	\$30,000.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	12/28/2012	\$30,000.00	12345-003	\$30,000.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	12/02/2012	\$30,000.00	12345-004	\$30,000.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	09/29/2012	\$15.00	misc	\$15.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	09/29/2012	\$5,000.00	qewrq	\$5,000.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	08/29/2012	\$123.00	123	\$123.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	08/29/2012	\$123.00	test	\$123.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	09/05/2012	\$5,000.00	WI-2	\$5,000.00	7-Nonempl...	AlphaGraphics
7-Nonempl...	09/10/2012	\$145.00	tset	\$145.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	10/28/2012	\$100.00	123	\$100.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	10/28/2012	\$30,000.00	12345-001	\$30,000.00	7-Nonempl...	A+ Office Supplies
7-Nonempl...	09/20/2012	\$156.00	1234567	\$156.00	7-Nonempl...	A+ Office Supplies

< Back Next > Cancel Run

27 records 12/04/2012

- Invoice query listing all invoices not included in 1099 activity for 1099 vendors
- BB2754 - How to find invoices not included as 1099 activity on 1099 vendors

► VERIFY 1099 AMOUNTS



- Vendor query listing all 1099 vendors paid in excess of \$600 in 2010
- BB315806 – How to query 1099 vendors paid in excess of box minimums

► QUESTIONS ABOUT THE 1099 ACTIVITY REPORT OR VERIFYING 1099 AMOUNTS USING QUERY



► 1099 ADJUSTMENTS

0097 - A+ Office Supplies

File Edit View Vendor Favorites Tools Help

Save and 1099 Adjustments for A+ Office Supplies

Enter 1099 amounts not included on invoices:

Effective Date	1099 Box Number	State	Amount
12/31/2012	7-Nonemployee compensation	SC	\$100.00

OK Cancel

Print?

1099 Vendor? 1099 Distribution... 1099 Adjustments...

Active 12/02/2012

► 1099 ADJUSTMENTS – DECREASING BOX 18

0097 - A+ Office Supplies

File Edit View Vendor Favorites Tools Help

Save and

1099 Adjustments for A+ Office Supplies

Enter 1099 amounts not included on invoices:

	Effective Date	1099 Box Number	State	Amount
<input type="checkbox"/>	12/31/2012	7-Nonemployee compensation	SC	(\$30,00...
<input type="checkbox"/>	12/31/2012	7-Nonemployee compensation		\$30,000...

OK Cancel

Active 12/02/2012

► 1099 ADJUSTMENTS – INCREASING BOX 18

0097 - A+ Office Supplies

File Edit View Vendor Favorites Tools Help

Save and Close

1099 Adjustments for A+ Office Supplies

Enter 1099 amounts not included on invoices:

Effective Date	1099 Box Number	State	Amount
<input type="checkbox"/> 12/31/2012	7-Nonemployee compensation		(\$10,000...)
<input type="checkbox"/> 12/31/2012	7-Nonemployee compensation	SC	\$10,000...

OK Cancel

Active 12/02/2012

► 1099 ADJUSTMENTS – CHECKING ADJUSTMENTS

0097 - A+ Office Supplies

File Edit View

Save and Close

Note

Vendor Active

New Invoice

Date

12/28/2012

11/28/2012

11/20/2012

11/19/2012

11/19/2012

11/18/2012

11/16/2012

11/01/2012

11/01/2012

10/28/2012

09/28/2012

09/20/2012

09/10/2012

Summary for A+ Office Supplies

1099 Export to Excel Print Refresh

Year 1 2012

Year 2 2012 State <All States>

Box Description	2012	2012
1-Rents	\$0.00	\$0.00
2-Royalties	\$0.00	\$0.00
3-Other income	\$0.00	\$0.00
4-Federal Income tax withheld	\$0.00	\$0.00
5-Fishing boat proceeds	\$0.00	\$0.00
6-Medical and health care payments	\$0.00	\$0.00
7-Nonemployee compensation	\$59,683.62	\$59,683.62
8-Substitute payments	\$0.00	\$0.00
10-Crop insurance proceeds	\$0.00	\$0.00
13-Excess golden parachute payments	\$0.00	\$0.00
14-Gross proceeds paid to an attorney	\$0.00	\$0.00
Totals:	\$59,683.62	\$59,683.62

Close

Active 12/03/2012

► QUESTIONS ABOUT 1099 ADJUSTMENTS OR ADJUSTING BOX 18



► 1099 ADJUSTMENTS - 1099 WIZARD

- 1099 Wizard

Increase Rents (Box 1)

1. On the 1099 Adjustments screen (shown below), enter an effective date within the calendar year of the 1099 in an open row.

Note: This screen displays all adjustments for the vendor. Do not delete prior reconciled adjustments as this will cause 1099 activity to be incorrect.

Example: Enter 12/31/2009 to correct the 1099 for 2009.

2. Select 1-Rents from the 1099 Box Number drop-down list.
3. If the state requires 1099 reporting, select it from the State drop-down-list.
4. In the Amount field, enter the amount to adjust as a positive number, which will increase the rent amount.

Example: If the current box amount is \$500 and it should be \$600, you would enter \$100 in the Amount field.

Effective Date	1099 Box Number	State	Amount	
12/31/2009	1-Rents		\$100.00	

5. Click OK and then save and close the Vendor record.
6. Run the [1099 Vendor Activity Report](#) to verify the change.

► QUESTIONS ABOUT THE 1099 WIZARD?



► PRINT 1099 FORMS

New 1099 Forms

File Edit View Favorites Tools Help

1: General 2: Electronic Filing 3: Filters 4: Attributes 5: Format

Generate 1099s for: This calendar year

☐ Corrected return

☐ Include activity below minimums

☐ Include vendors with no activity

☐ Use an alternate payer/filer name: Community Services Inc.

Contact information

Name: [REDACTED]

Phone number: ([REDACTED]) [REDACTED] Ext. [REDACTED] Email address: [REDACTED]

☒ Print 1099 Forms

☐ Print payee account #: Vendor ID

1096 summary: Print including filer name and address

1099 format: Laser format (pre-printed)

☐ Create an output query of vendors

Report Orientation: Portrait

< Back Next > Cancel Print Preview Layout

► CREATE A 1099-MISC MAGNETIC MEDIA FILE

New 1099 Forms

File Edit View Favorites Tools Help

1: General 2: Electronic Filing 3: Filters 4: Attributes 5: Format

☒ Create 1099 File for Electronic Filing

File path: C:\Documents and Settings\JoshGr\My Documents

Transmitter control code:

☐ Create test file

☐ Combined Federal/State return

☐ Prior year data indicator

< Back Next > Cancel Print/Create Preview Layout

► QUESTIONS ABOUT PRINTING 1099S OR CREATING THE MAGNETIC MEDIA FILE?



► FREQUENTLY ASKED QUESTIONS

- Vendor address not printing on forms

0097 - A+ Office Supplies

Address for A+ Office Supplies

General Options Contact

Accounts Payable Options

Name:

Alias:

☒ Primary address for vendor

☒ Default address for invoices

☒ Default address for purchase orders

1099 Information

1099 name:

1099 name 2:

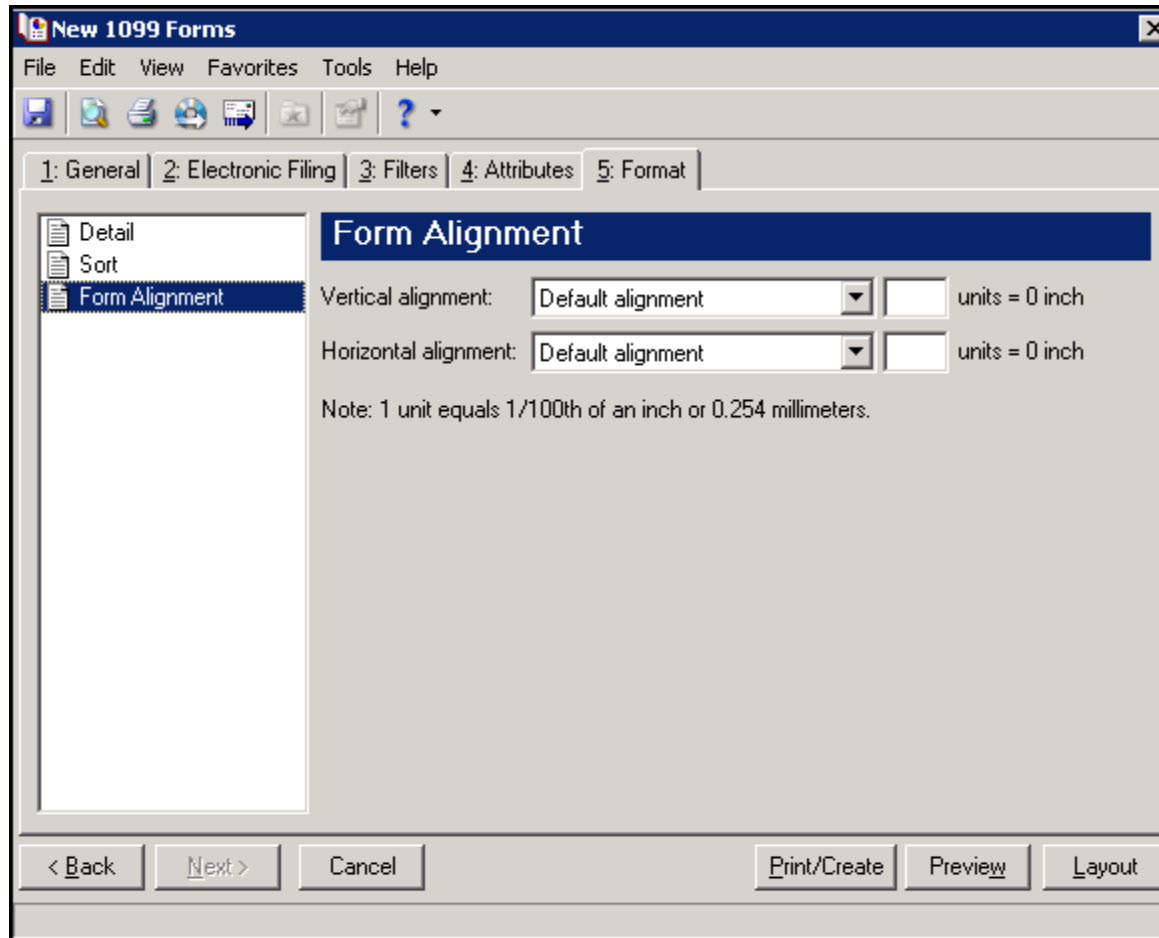
☐ Default address for 1099 forms

OK Cancel

Active 10/08/2009

► FREQUENTLY ASKED QUESTIONS

- Form printing out of alignment



► FACILITATE NEXT YEAR'S 1099 PROCESSING

New Vendor Profile Report

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Include the following vendor information:

- ☒ Notes
- ☒ History of changes
- ☒ Actions
- ☒ Media
- ☒ Vendor bank information
- ☒ 1099 information

☐ Show ending balance as of this date:
As of date: Today 10/18/2009

☐ Create an output query of vendors

Report orientation: Portrait

< Back Next > Cancel Print Preview Layout

- Vendor Profile Report shows the 1099 distribution
- Review guidelines on the website of your state accounting office

► FACILITATE NEXT YEAR'S 1099 PROCESSING

Proactive System Setup

☒ 1099 Vendor? ☒ 1099 Distribution...

Invoice amount: \$100.00
☒ 1099 Distribution...

Accurate end of year processing

Incorrect System Setup

☐ 1099 Vendor? ☐ 1099 Distribution...

Invoice amount: \$100.00
☐ 1099 Distribution...

1099 Adjustments...

► QUESTIONS ABOUT ADDRESSES, ALIGNMENT, OR VENDOR SETUP?



► [HTTPS://WWW.BLACKBAUD.COM/FE-ENDOFYEAR-2012](https://www.blackbaud.com/fe-endofyear-2012)



► HELPFUL LINKS

- [1099 Wizard](#), an interactive wizard which takes you step-by-step through the process of making adjustments and correcting information.
- [The Financial Edge blog](#) for insight about the end-of-year process from Blackbaud employees.
- [The Financial Edge End-of-Year Guide](#) (PDF) for more information about the end-of-year process.
- [Knowledgebase](#) which has [new features](#) so you can quickly find answers to questions and troubleshoot software issues.
- [Forums](#) to discuss best practices with your peers and review Client Documents they've shared.
- [Blackbaud Forms](#) to order 1099 and other tax forms.

► APPENDIX

- [BB72843](#) - How to run a report on 1099 vendor activity
- [BB612368](#) - How to query on invoices with 1099 distribution
- [BB2754](#)- How to find invoices not included as 1099 activity on 1099 vendors
- [BB315806](#) - How to query 1099 vendors paid in excess of box minimums
- [BB323540](#) - What is personal information in security
- [BB391754](#) - 1099 forms are missing in mail
- [BB71738](#) - How to adjust 1099 amounts (Includes Wizard)
- [BB176468](#) - How to adjust box 18 and 1099 state income amounts
- [BB71853](#) - How to set up 1099 information to default on invoices