

## Converting 1099MICS Box 7 to 1099NEC Box 1

This document provides a summary and detailed steps to follow to process and to report for the new 1099-NEC requirements.

The form number for 1099NEC eForms is **NEC5173** which is a 3 up form and preprinted on the back. The form number of 1099MISC is **5173**.

Our preferred provider of eForms is Forms Management Service. Contact is Andy Dickerson at 602-269-1397 or 602-269-5083.

If you feel you need additional help then create an incident and ask your specific question.

## Summary of two major things you need to do to use the new 1099-NEC eForms

1. Restore eForms for 1099-NEC and 1099-MISC
2. Change the box assignment for the 1099 Code from box 7 of 1099-MISC to Box 1 of 1099-NEC

Please see Note 1 and Note 2 at the bottom of this document where you can select the 1099 Register for NEC only and print 1099-NEC exclusively

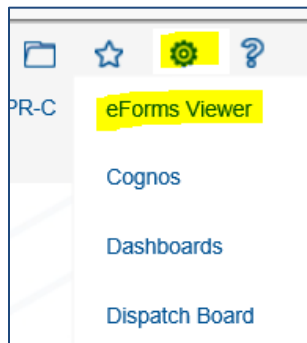
## Here are the step by step to restore eForms

1. Click on Cog Wheel icon on top right of main screen
2. Select eForms Viewer option
3. Select Edit Templates Icon
4. Click the down arrow on Edit Template and Select Form 1099-Misc
5. Check the Select column for the eForm (Top Left of screen) and then click on the Restore button (Bottom Right of screen)
6. Click OK button to confirm that you want to restore the template
7. Repeat steps 3 thru 6 for each template you need to restore (i.e Form 1099-Nec)

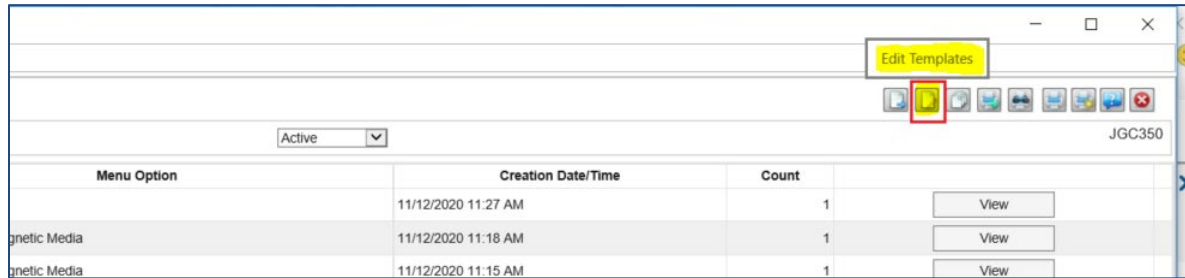
1. Click on Cog Wheel icon on top right of main screen



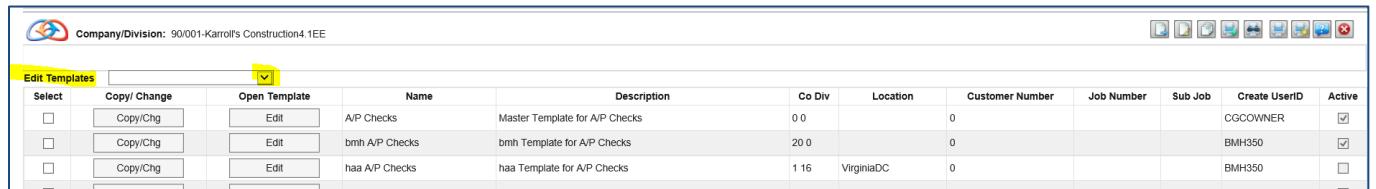
2. Select eForms Viewer




3. Select Edit Templates Icon



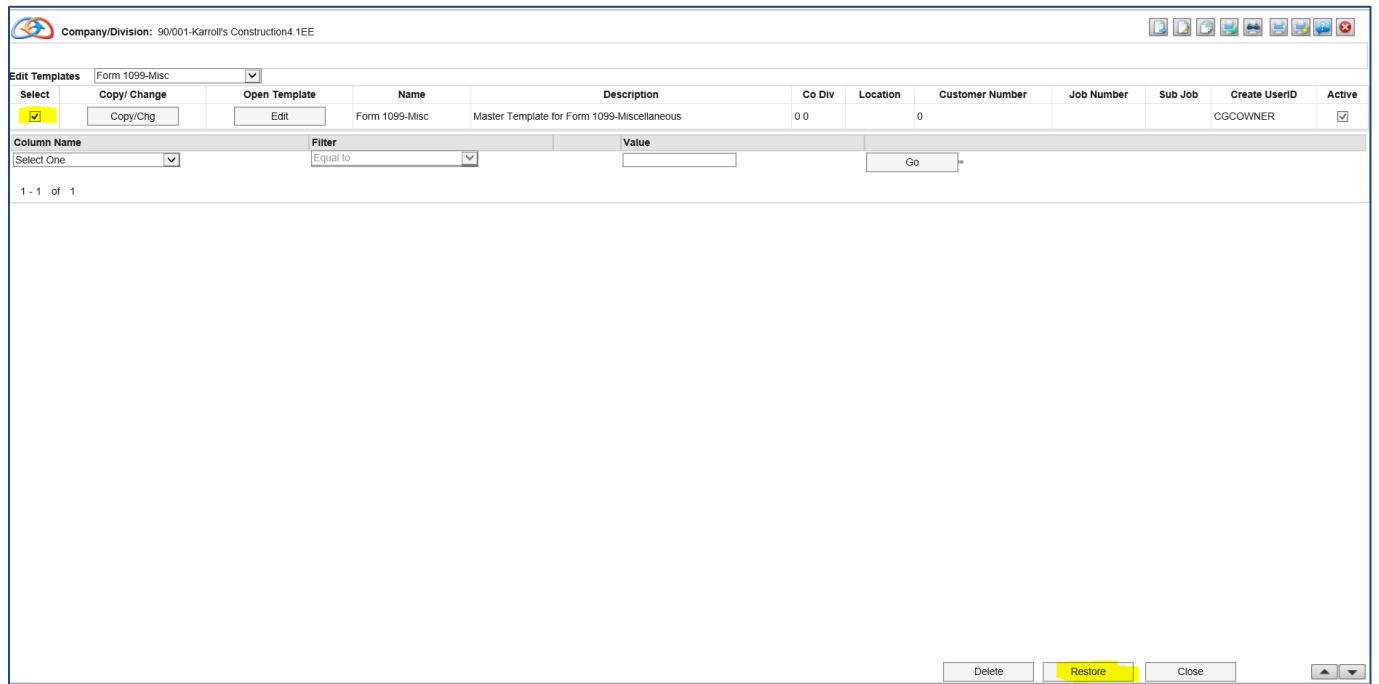
4. Click the down arrow on Edit Template and Select Form 1099-Misc



 **Company/Division:** 90/001-Karroll's Construction4.1EE

Edit Templates			
	<input type="checkbox"/>	Credit App	
	<input type="checkbox"/>	Daily Reports	
	<input type="checkbox"/>	Daily Time Card/Crew	
	<input type="checkbox"/>	Daily Time Card/Job	
	<input type="checkbox"/>	Daily Time Card	dit
	<input type="checkbox"/>	Dev Assigned	
	<input type="checkbox"/>	Dunning Letter	dit
	<input type="checkbox"/>	Equip Work Orders	
	<input type="checkbox"/>	FEDERAL 1391	dit
	<input type="checkbox"/>	Fed CC-257	
	<input type="checkbox"/>	Forecast	dit
	<input type="checkbox"/>	Form 1099-Broker	
	<input type="checkbox"/>	Form 1099-Dividends	dit
	<input type="checkbox"/>	Form 1099-Int	
	<input type="checkbox"/>	Form 1099-Misc	dit
	<input type="checkbox"/>	Form 1099-Nec	dit
	<input type="checkbox"/>	Form 941APR	
	<input type="checkbox"/>	Form 941A	dit
	<input type="checkbox"/>	Form 941BPR	
	<input type="checkbox"/>	Form 941B	dit
	<input type="checkbox"/>	Form 941PR	
	<input type="checkbox"/>	Freehand Letter	dit
	<input type="checkbox"/>	HR Billing Statement	
	<input type="checkbox"/>	Issues Journal	dit
	<input type="checkbox"/>	J/C Inc Stmt/Forecst	
	<input type="checkbox"/>	Material Procurement	dit
	<input type="checkbox"/>	Material Requisition	
	<input type="checkbox"/>	Material-Requisition	dit
	<input type="checkbox"/>	Meeting Minutes	
	<input type="checkbox"/>	ORP Field Order	dit
	<input type="checkbox"/>	Copy/Chg	Edit

5. Check the Select column for the eForm (Top Left of screen) and then click on the Restore button (Bottom Right of screen)



Company/Division: 90/001-Karroll's Construction4.1EE

Edit Templates: Form 1099-Misc

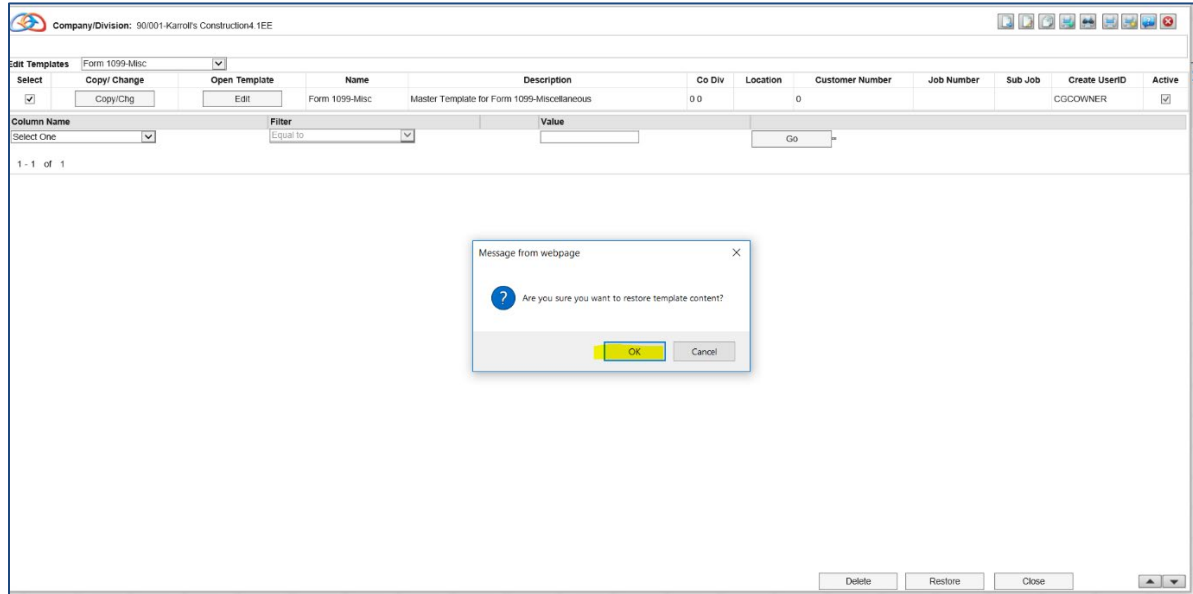
Select	Copy/ Change	Open Template	Name	Description	Co Div	Location	Customer Number	Job Number	Sub Job	Create UserID	Active
<input checked="" type="checkbox"/>	Copy/Chg	Edit	Form 1099-Misc	Master Template for Form 1099-Miscellaneous	0 0	0				CGCOWNER	<input checked="" type="checkbox"/>

Column Name: Select One | Filter: Equal to | Value: | Go

1 - 1 of 1

Buttons: Delete, Restore, Close

6. Click OK button to confirm that you want to restore the template

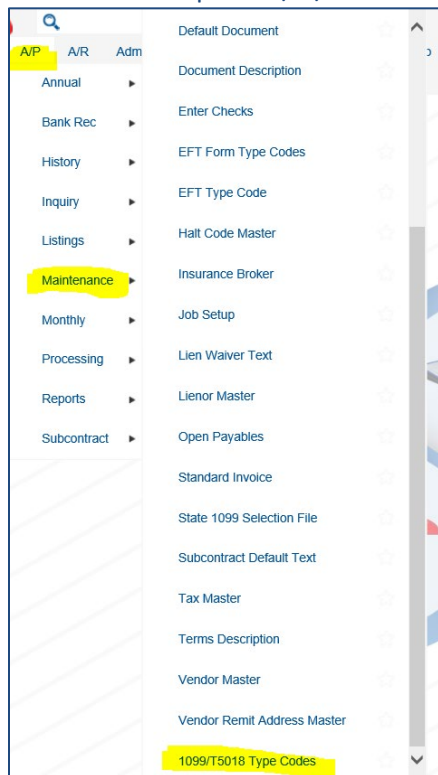


7. Repeat steps 3 thru 6 for each template you need to restore (i.e Form 1099-Nec)

## Steps to change 1099 Code Box assignment from 1099-MISC to 1099-NEC

1. Identify 1099 Code that is currently used for box 7 of eForm 1099-MISC
2. Select option A/P / Maintenance / 1099/T5018
3. Enter 1099 Code or Prompt on 1099/T5018 Code and select 1099 Code assigned to Box 7 of Forms Types 3 (1099-MISC)
4. Click OK with Code in field
5. Change the Box Number from 7 to 1 and change the Form Type from Misc to NEC (will need to prompt) then click OK

### 2. Select option A/P / Maintenance / 1099/T5018



- Enter 1099 Code or Prompt on 1099/T5018 Code and select 1099 Code assigned to Box 7 of Forms Types 3 (1099-MISC)

Accounts Payable A/P 1099/T5018 Code Table Maintenance APP40201 APPM10 - 21

1099/T5018 Code

System Prompt A/P 1099 Code Table

1099 Form Required	Description	1099 Box	Forms Types	Gross Code
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
A	RENTS BOX 1	1	3	
B	ROYALTY BOX 2	2	3	
C	OTHER INCOME BX 3	3	3	
D	FED INCOME TAX W/H BX 4	4	3	
E	FISHING BOAT PROCEEDS BX5	5	3	
F	MEDICAL & HEALTH BX 6	6	3	
<b>G</b>	<b>NON EMPLOYEE COMP BX 7</b>	<b>7</b>	<b>3</b>	
H	SUB PMTS IN LIEU BX 8	8	3	
I	CROP INSURANCE PROCEEDS10	10	3	
J	State Tax whield Box 16	16	3	
K	GRS PRCEEDS TO ATTN BX14	014	3	
L	SEC 409A DEFRLS BOX 15A	15A	3	
M	SEC 409A INCOME BX 15B	15B	3	
N	TOT CAPTL GAIN DISTR BX2A	1A	2	
O	OTHER INCOME	003	3	
P	SECTION 1202 GAIN BX 2C	2C	2	

- Click OK with Code in field

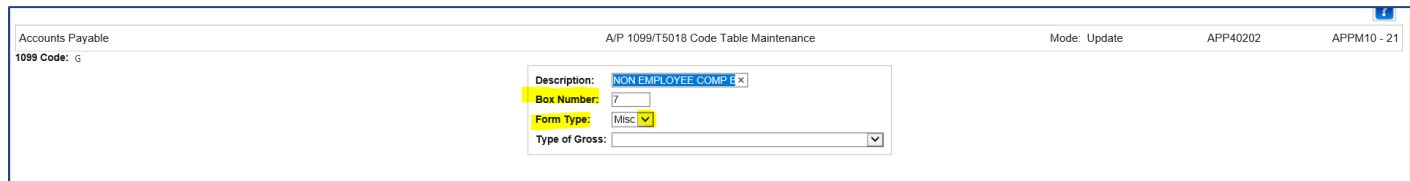
A/P 1099/T5018 Code Table Maintenance APP40201 APPM10 - 21

1099/T5018 Code



5. Change the Box Number from 7 to 1 and change the Form Type from Misc to NEC (will need to prompt) then click OK

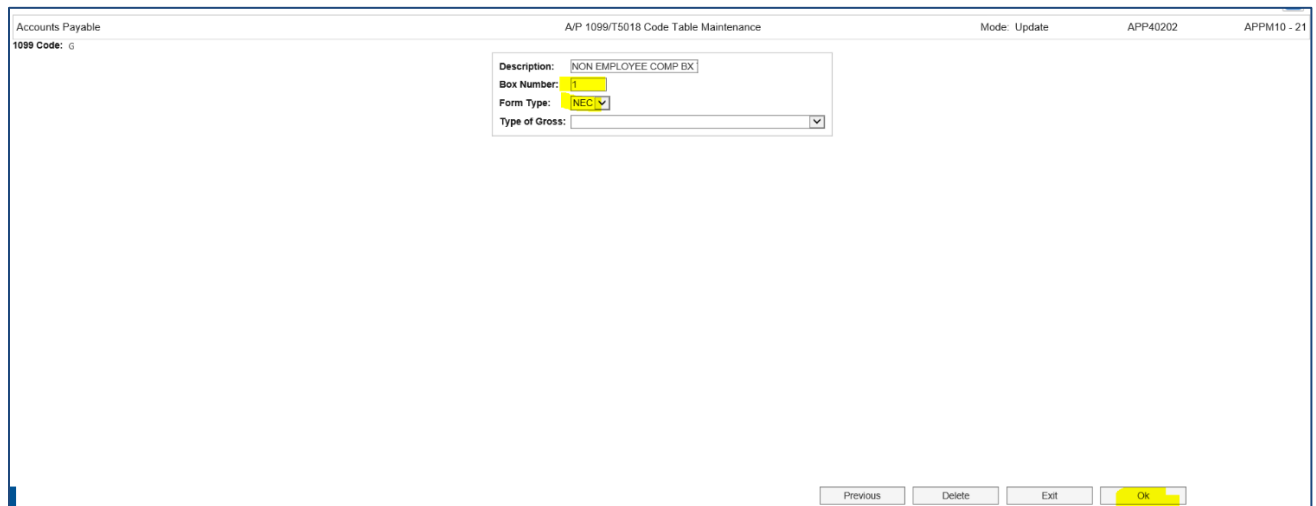
From



Accounts Payable A/P 1099/T5018 Code Table Maintenance Mode: Update APP40202 APPM10 - 21  
1099 Code: G

Description: NON EMPLOYEE COMP BX  
Box Number: 7  
Form Type: Misc  
Type of Gross:

To



Accounts Payable A/P 1099/T5018 Code Table Maintenance Mode: Update APP40202 APPM10 - 21  
1099 Code: G

Description: NON EMPLOYEE COMP BX  
Box Number: 1  
Form Type: NEC  
Type of Gross:

Previous Delete Exit OK

**Note 1:** Option A/P / Annual / Print 1099 Register now has a selection for Form Type NEC

90 001 Karroll's 1099 Selection Screen APP682

Ending Year (YYYY)

Lowest amount to include on MISC form  (2 DEC)

Include P/R adjustments

Include H/R benefits

1099 Form Type

1 = B      3 = Misc      5 = NEC  
2 = Div    4 = Int      9 = All

CUSIP Number

Outg/Hold/Save

**Note 2:** Option A/P / Annual / Print 1099 Forms/Magnetic Media has option to run NEC

90 001 Karroll's 1099 Selection Screen APP22401

Ending Year (YYYY)

Lowest amount to include on MISC form  (2 DEC)

Print when 1099 code in Vendor Master

Select Revised Vendors Only

1099 To PC Diskette/AS400 Tape

Include P/R adjustments

Include H/R benefits

1099 Form Type

CUSIP Number

Outg/Hold/Save

1 Broker  
 2 Dividend  
 3 Miscellaneous  
 4 Interest  
 5 NEC  
 9 All

Ok Exit