



Exigo Admin 1099 Functionality

v1.1

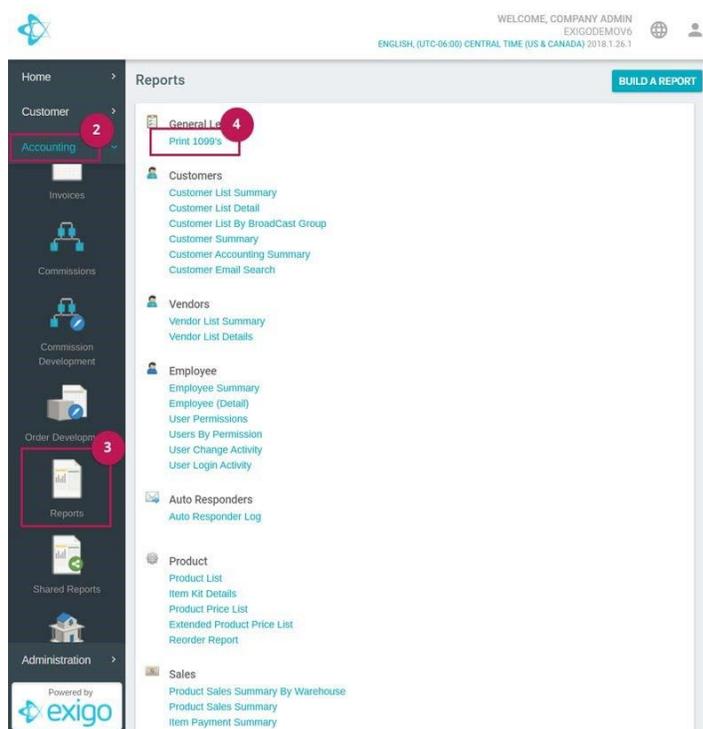
Contents

Exigo Admin 1099 Functionality	3
STEPS TO ACCESS 1099 REPORTING IN EXIGO ADMIN:	3
EXPORTING THE REPORT	4
ADDITIONAL INFORMATION	6
BOX 9 FEATURE ON THE 1099-MISC FORM	6
STEPS TO SET UP CORPORATE TAX NUMBER (FIN) IN EXIGO ADMIN	7

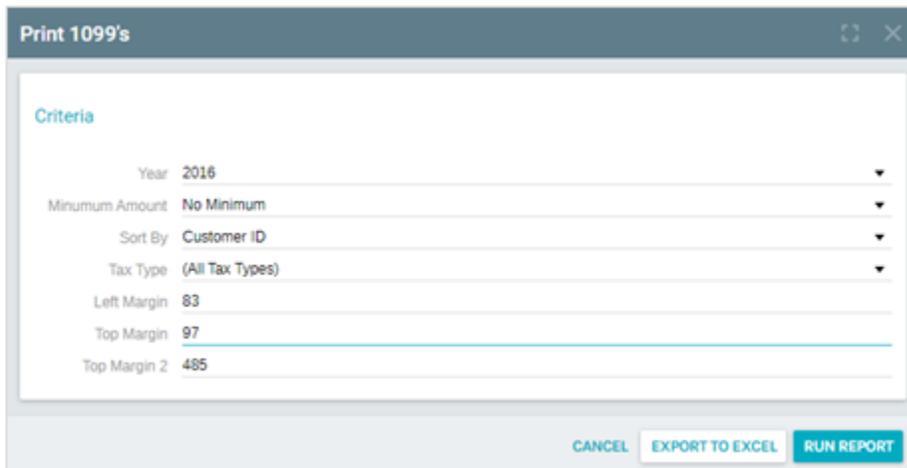
Exigo Admin 1099 Functionality

STEPS TO ACCESS 1099 REPORTING IN EXIGO ADMIN:

1. Login to the **Exigo Admin** site.
2. Go to the **Accounting** tab.
3. Scroll down and select **Reports**.
4. On the Reports screen, under the **General Ledger Section**, select the **Print 1099's** link.



5. After selecting **Print 1099's**, a modal will pop-up.



Criteria	
Year	2016
Minimum Amount	No Minimum
Sort By	Customer ID
Tax Type	(All Tax Types)
Left Margin	83
Top Margin	97
Top Margin 2	485

CANCEL EXPORT TO EXCEL RUN REPORT

This modal will allow you to set the parameters for the 1099 report.

- **Year:** Select the tax year desired.
- **Minimum Amount:** Select a minimum amount requirement. (\$600 or No Minimum)
- **Sort By:** Order the report by either Tax ID or Customer ID.
- **Tax Type:** Select the Tax Type desired. (i.e., EIN, SSN)
- **Left Margin:** Indicate the margin rule for the left of the page. (PDF Only)
- **Top Margin:** Indicate the margin rule for the top of the page. (PDF Only)
- **Top Margin 2:** Indicate the margin rule for the top of the second form. (PDF Only)

EXPORTING THE REPORT

- **EXPORT TO EXCEL** – This function will export the indicated 1099k data into an excel spreadsheet with the following information
 - *Company Name*
 - *Company Address1*
 - *Company Address2*
 - *Company City*
 - *Company State*
 - *Company Zip*
 - *Company Phone*
 - *Vendor Id*
 - *Vendor FirstName*
 - *Vendor MiddleName*
 - *Vendor LastName*
 - *Tax Name*
 - *Vendor Address1*
 - *Vendor Address2*
 - *Vendor City*
 - *Vendor State*
 - *Vendor Zip*
 - *Vendor Country*
 - *Vendor TaxId*
 - *Vendor Amount*
 - *Other Amount*
 - *Company FIN*
 - *Utilize1099DirectSalesFlag*
 - *TaxNameTy*
 - *Vendor Company*
- **RUN REPORT** – This functionality will generate a PDF with the information needed for the 1099 form template. **Users will have to adjust the margin parameters accordingly. Margin parameters may vary depending on the browser and the source of the 1099 form printout.**

ExigoDemo 8130 John W Carpenter Freeway Dallas, TX 75247		0.00
123	555-55-5555	
My Company		18,437.41
20365 Pennhollow Ln		
Crawford, TX 76638		
ExigoDemo 8130 John W Carpenter Freeway Dallas, TX 75247		0.00
123	555-55-5555	
Mike Smith		495.00
8000 S Elder Ave,		
Crawford, TX 76638		

ADDITIONAL INFORMATION

- The 1099 report gets populated from the **Vendor**, **VendorBill**, and **VendorPayment** tables.
- **Other Income** amount (*Box 3 in the 1099 form*) will be populated based on a flag in the **VendorBill** table. Vendor Bills will be considered as other income when the flag **IsOtherIncome** equals **1**. Otherwise, when the flag equals **0**, the Vendor Bill amount will fall under Nonemployee compensation, which populates box 7 in the 1099 form.
- Example of PDF printed on 1099 form:

PAYER'S name, street address, city or town, state or province, county, ZIP or foreign postal code, and telephone no.		1 Rents		OMB No. 1545-0115	
ExigoDemo 8130 John W Carpenter Freeway Dallas, TX 75247		\$		2017 Miscellaneous Income Form 1099-MISC	
PAYER'S federal identification number 123		\$			
RECIPIENT'S identification number taxid		3 Other income \$ 0.00		4 Federal income tax withheld \$	
RECIPIENT'S name abc1 xyz		5 Fishing boat proceeds \$		6 Medical and health care payments \$	
Street address (including apt. no.) 121 Victory Ave		7 Nonemployee compensation 149.00		8 Substitute payments in lieu of dividends or interest \$	
City or town, state or province, county, and ZIP or foreign postal code Schenectady, NY		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds \$	
Account number (see instructions)		11		12	
FATCA filing requirement <input type="checkbox"/>		13 Excess golden parachute payments \$		14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$		15b Section 409A income \$		16 State tax withheld \$	
17 State/Payer's state no.		18 State income \$		19 State income \$	

Form 1099-MISC
www.irs.gov/form1099misc
Department of the Treasury - Internal Revenue Service

BOX 9 FEATURE ON THE 1099-MISC FORM

This feature, if enabled, will select this check box for any customer who received over \$5000.

By default, this box will NOT be selected. If you would like this feature enabled, please open a support ticket and request that we make the appropriate adjustments for you.

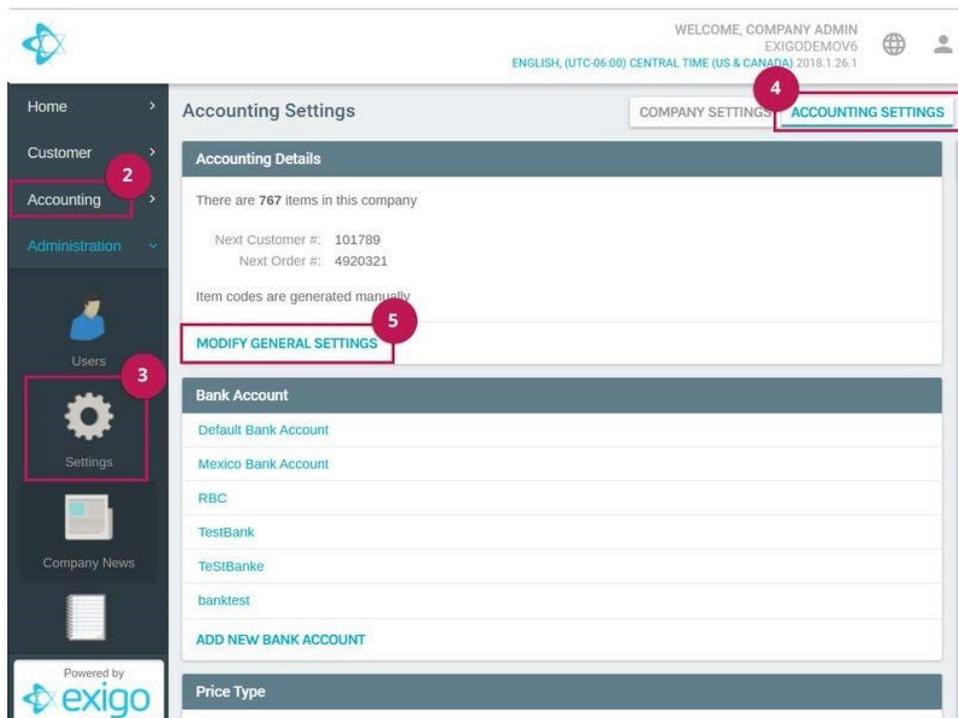
Box 9 has the following text;

Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale

Reference: <https://www.irs.gov/instructions/i1099misc/ar01.html#d0e1173>

STEPS TO SET UP CORPORATE TAX NUMBER (FIN) IN EXIGO ADMIN

1. Log in to the **Exigo Admin** site.
2. Go to the **Administration** tab.
3. Select **Settings**.
4. On the Settings screen, select the **Accounting Settings** tab on the top right.
5. Go to the **Accounting Details** Section, and select the **Modify General Settings** link.



6. The **Accounting Settings** modal will display.

Accounting Settings

General | Tran Types | Country | Price Types | Warehouses | Shipping | Merchant | Pmt Card | Extended

Next Customer # Next Order #
Increment by Increment by

To be used for 1099 Report
FIN State ID Number
 Allow GST/HST Exemptions

ADD FREQUENCY TYPE

DESCRIPTION	
Weekly	DELETE
Every Two Weeks	DELETE
Monthly	DELETE
Quarterly	DELETE
Twice a Year	DELETE
Yearly	DELETE
Bi-Monthly	DELETE
Every 4 weeks	DELETE
Specific Days	DELETE
Custom Frequency 1	DELETE

CANCEL **SAVE CHANGES**

7. In the General tab, you will see the following fields:

- *FIN - Corporate Tax Number*
- *State ID Number*
- *Allow GST/HST Exemptions (Checkbox)*