



# Exigo Admin 1099 Functionality

v1.0

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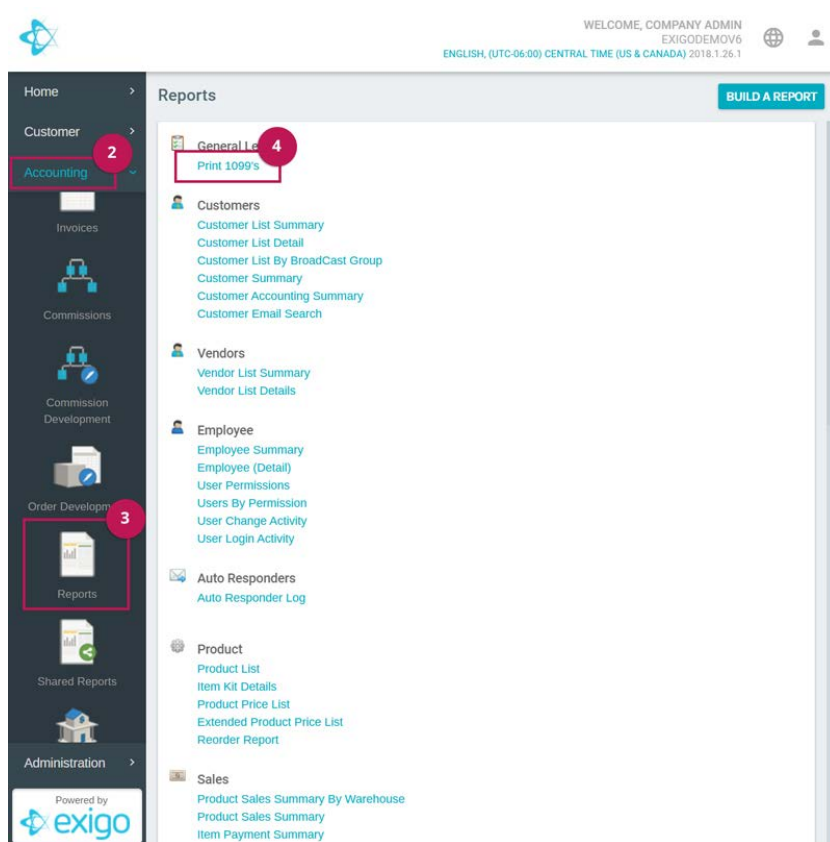
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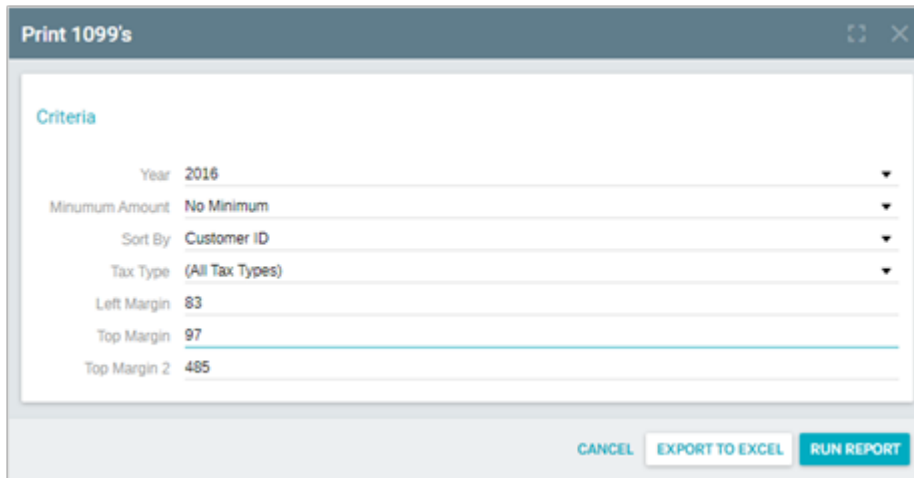
## Exigo Admin 1099 Functionality

### 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.



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 top of the page. (PDF Only)
- **Top Margin:** Indicate the margin rule for the left 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<br>8130 John W Carpenter Freeway<br>Dallas, TX 75247 |             | 0.00      |
| 123  | 555-55-5555 |           |
| My Company   |             | 18,437.41 |
| 20365 Pennhollow Ln  |             |           |
| Crawford, TX 76638   |             |           |
| ExigoDemo<br>8130 John W Carpenter Freeway<br>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:

| VOID   |                               | CORRECTED  |  | OMB No. 1545-0115  |                       |
|--|-------------------------------|--|--|--|-----------------------|
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.<br><b>ExigoDemo<br/>8130 John W Carpenter Freeway<br/>Dallas, TX 75247</b> |                               | 1 Rents<br>\$  | 2 Royalties<br>\$                        | <b>2017</b><br>Form <b>1099-MISC</b>   |                       |
| PAYER'S federal identification number<br><b>123</b>  |                               | 3 Other income<br>\$ <b>0.00</b>                             | 4 Federal income tax withheld<br>\$      |  |                       |
| RECIPIENT'S identification number<br><b>taxid</b>  |                               | 5 Fishing boat proceeds<br>\$                                | 6 Medical and health care payments<br>\$ | 7 Nonemployee compensation<br><b>149.00</b>  |                       |
| RECIPIENT'S name<br><b>abc1 xyz</b>  |                               | 8 Substitute payments in lieu of dividends or interest<br>\$ |  | 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> |                       |
| Street address (including apt. no.)<br><b>121 Victory Ave</b>  |                               | 10 Crop insurance proceeds<br>\$                             |  | 11   |                       |
| City or town, state or province, country, and ZIP or foreign postal code<br><b>Schenectady, NY</b>   |                               | 12   |  | 13 Excess golden parachute payments<br>\$  |                       |
| Account number (see instructions)  |                               | FATCA filing requirement<br><input type="checkbox"/>         |  | 14 Gross proceeds paid to an attorney<br>\$  |                       |
| 15a Section 408A deferrals<br>\$   | 15b Section 408A income<br>\$ | 16 State tax withheld<br>\$                                  |  | 17 State/Payer's state no.   | 18 State income<br>\$ |

Form **1099-MISC** [www.irs.gov/form1099misc](http://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.

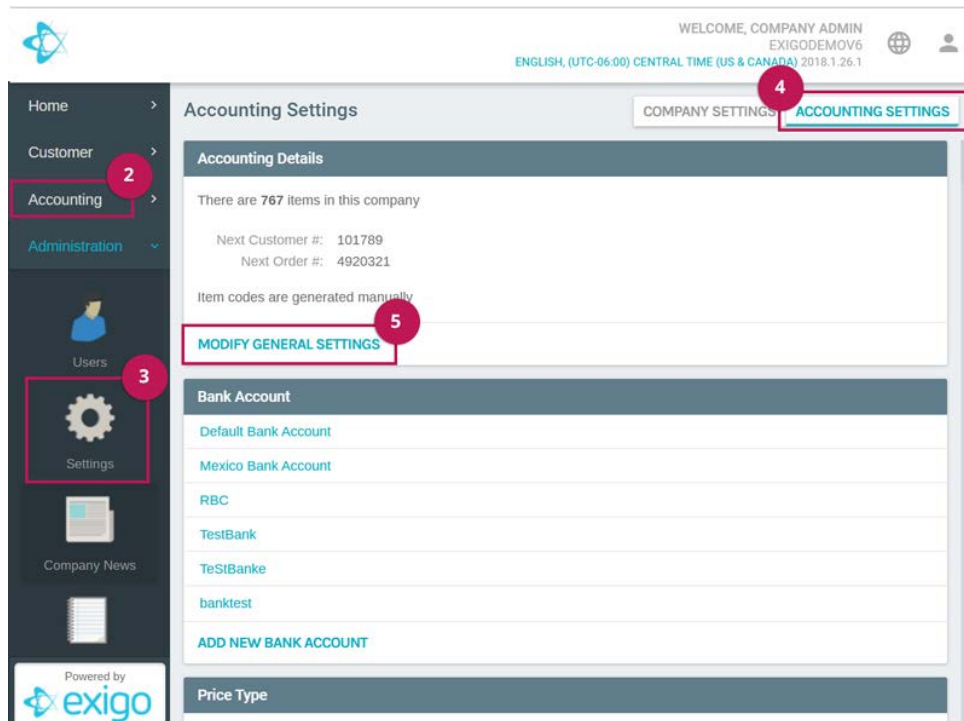
Box 9 has the following text;

*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             | <a href="#">DELETE</a> |
| Every Two Weeks    | <a href="#">DELETE</a> |
| Monthly            | <a href="#">DELETE</a> |
| Quarterly          | <a href="#">DELETE</a> |
| Twice a Year       | <a href="#">DELETE</a> |
| Yearly             | <a href="#">DELETE</a> |
| Bi-Monthly         | <a href="#">DELETE</a> |
| Every 4 weeks      | <a href="#">DELETE</a> |
| Specific Days      | <a href="#">DELETE</a> |
| Custom Frequency 1 | <a href="#">DELETE</a> |

[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)*

**\*\* Note: This step-by-step guide will also apply to Exigo 5 \*\***