



Odyssey CMS Cheatsheet

Topic: 1099 Processing/Printing in INCite

Date: 1/8/2015

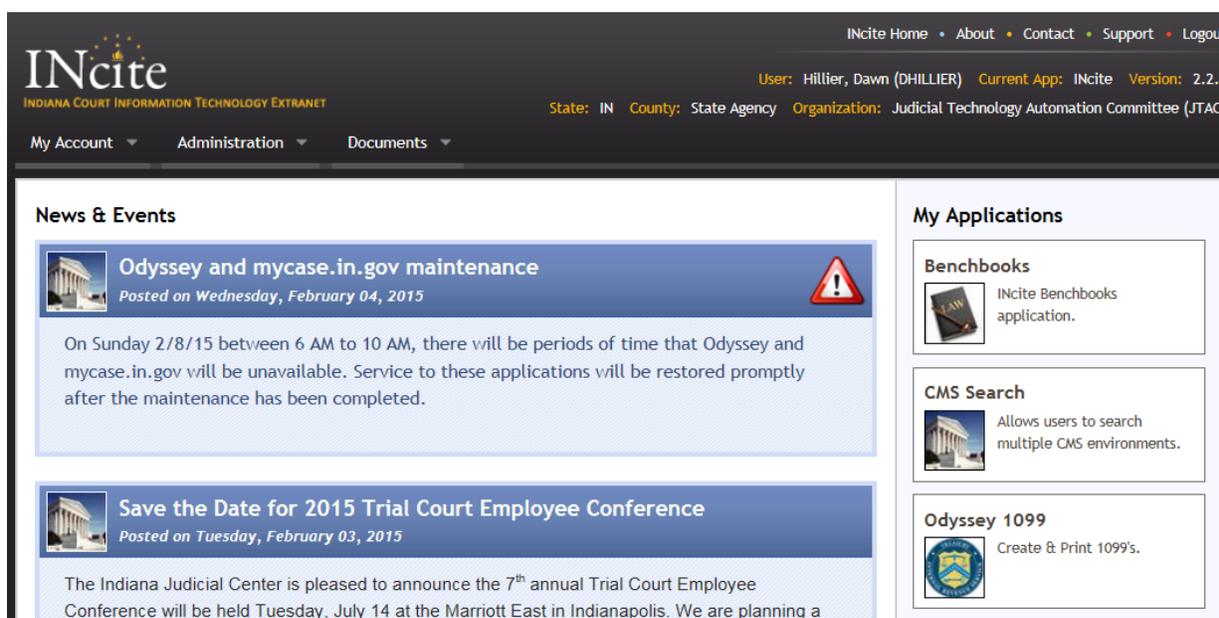
Summary: This cheatsheet explains create/update/print 1099 forms from Odyssey distributions. This process will generate the 1099 data for use with pre-printed Laser Jet 1099 forms.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Note that it is not mandatory that this process be used. Odyssey does produce the 1099 report and a CSV file that can be uploaded into software to upload into 3rd Party 1099 software.

Generating this data will require that you have a valid INCite user account as well as access to the “Odyssey 1099” application.

1. Log into INCite.
2. Click “Odyssey 1099” on the right Navigation menu.



Preparing/Reviewing the Disbursement Detail

Upon logging in, you will be brought to the main screen. Initially, this screen will be blank, but as you create new batches, this screen will begin to contain historical data as well.

3. To run the 1099 report, click “New Batch”.





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4. Enter report parameters. This process is the same process as running the report in Odyssey.

Create Report

From Date: 01/01/2014

To Date: 12/31/2014

W9 Filings Only:

Account Number: 1234

Notify Email(s): ayelynn.strickland@courts.in.gov

Create

- Enter the Date Range in the From Date and To Date fields. Note that the report can be run for any date range and is not limited to the current year.
- The “Select W9 Filings Only” will report only money paid to PartyID’s that have a TIN added to the party record within Odyssey. We do not recommend that you select this option, especially on an initial batch run.
- The Account Number is the Odyssey-configured bank account number. This is most generally your actual bank account number printed on your checks and/or statement. If this number is not configured within Odyssey, the process will not work. It is, however, a simple configuration change that can be made.
- Notify Email(s) would be your email address. The 1099 report is not emailed, rather this is a notification on the success/failure of the batch creation within INCite.

5. Click Create. At this point, the INCite job process is initiated and the Odyssey database is queried for the Odyssey 1099 information. This process will likely take a few minutes to run.

6. Click your browser window’s “Refresh” button (or click F5 on your keyboard) to see the updated status and/or completed batch. When the batch is completed, you will see the completed batch as well as the total value of 1099-able money vs. non-1099 money.

7. Click Edit to view the Detail of the report.

Earnings

1099 EARNINGS

REPORTS New Batch Sort: From Date Descending

From Date	To Date	Minimum Balance	W9 Filings Only	Status	1099 Total	Non-1099 Total	
Jan 01 2014	Dec 31 2014	0	false	Ready	\$0.00	\$0.00	Edit Download Print
Jan 01 2014	Dec 31 2014	0	false	Ready	\$45,571.95	\$303,385.78	Edit Download Print

Showing 2 result(s)

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Show me 20 records per page



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You will see the detail information per party of the amounts to be 1099'd. Note that the number available under the Party Name is the PersonID which will allow you to more easily search for that specific party within Odyssey.

If the Odyssey party record has a TIN filled in for your county, that number will be imported into the TaxID column and the Party is automatically marked as "Yes" for 1099. Note that we are not importing an individual's SSN into this field and that the Yes/No option at this point should not be based on the dollar amount. For instance, if you have a 1099able party that you've paid \$300 to, you should still mark them as a "Yes". The ability to limit printed 1099s by dollar value will come at the point when you are preparing to print the 1099 form itself.

Filtering the List:

To Filter the list, you can filter by either name or by Yes/No selections. You may enter partial names in the "Name" box on the upper left and then click "Filter".

1099 EARNINGS

1099 RECORDS

Name: 1099:

Name	Address	Earnings	TaxID	Create 1099
Benton Community School Corp 4610385	Po Box 512 Fowler, IN 47944	\$207.25	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>
Benton Community School Corporation 17538623	405 S Grant Avenue Fowler, IN 47944	\$125.00	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>

For instance, if I search for "Benton", I get all of the parties that have "Benton" in the name.

1099 EARNINGS

1099 RECORDS

Name: 1099:

Name	Address	Earnings	TaxID	Create 1099
Benton Community School Corp 4610385	Po Box 512 Fowler, IN 47944	\$207.25	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>
Benton Community School Corporation 17538623	405 S Grant Avenue Fowler, IN 47944	\$125.00	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>
Benton Community Schools 14536399	P O Box 512 Fowler, IN 47944	\$35.00	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>
Benton County Treasurer 2336797	706 E Fifth ST Fowler, IN 47944	\$595.00	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>
Clerk Benton Circuit Court 8345123		\$4,976.32	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>
Clerk Of Benton Circuit Court 4622416	For 04c01-0205-fd-159 St Vs Amanda Garrett	\$1,600.00	<input type="text"/>	<input type="radio"/> No <input type="button" value="New Group"/>

Showing 6 result(s)

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To clear the filter, blank out the name field and click "Filter" again.



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You can also filter by the "Create 1099" status.

1099 EARNINGS

1099 RECORDS Save All Name: 1099: Yes No Undefined filter

Name	Address	Earnings	TaxID	Create 1099	
Barce & Reece 4627004	103 N Jackson Ave Po Box 252 Fowler, IN 47944	\$3,556.00	35-2130392	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Blaney & Walton 4630654	124 E State St PO Box 500 Morocco, IN 47963	\$160.00	27-1419007	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Blatt Hasenmiller Leibsker & Moore LLC 18487	8910 Purdue RD STE 320 Indianapolis, IN 46268	\$825.00	36-4302326	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
BLATT HASENMILLER LEIBSKER & MOORE 20828777	125 S Wacker Dr Ste 400 Chicago, IL 60606	\$2,144.76	<input type="text" value="12-3456789"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Bowman Heintz Boscia & Vician 26206	8605 BROADWAY Merrillville, IN 46410	\$3,195.02	35-1343960	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Castagno, Philip J 7787	300 W LIBERTY ST Suite 3 LOUISVILLE, KY 40202	\$303.30	<input type="text" value="78-9123456"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Genetos Retson & Yoon LLP 5208857	1000 E 80th PL STE 555 Merrillville, IN 46410	\$136.53	<input type="text" value="87-6543219"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Hoffman Luhman & Masson 12129156	PO Box 99 Lafayette, IN 47902	\$100.00	<input type="text" value="76-5432198"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group
Hoffman Luhman & Masson, Pc 4623614	200 Ferry St, Suite C Po Box 99 Lafayette, IN 47901	\$684.31	01-0549410	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ New Group

To return to the main screen, click the "Earnings" link on the upper right beneath the INCite logo.



Downloading the List

You may download the data file to Excel by clicking the "Download" button to the right. When you click it, you should be prompted to Open the file.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LegacyID	Name	First Name	Mid Name	Last Name	Suffix	Address 1	Address 2	City	State	Zip	Tax ID	Create 1099	Earnings
2	4620561	Aaron, Larry	Larry		Aaron		101 N 6th St	Po Box 36	Ambia	IN	47917		No	792.36
3	4620579	Aaron, Maureen	Maureen		Aaron		101 N 6th St	Po Box 36	Ambia	IN	47917		No	400
4	4520609	Accounts Recovery Bureau Inc			Accounts Recovery Bureau Inc								No	281.27
5	4182045	Accounts Recovery Bureau, Inc.			Accounts Recovery Bureau, Inc.								No	2711.05



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Updating Records As 1099able Or Not

At this point, you can begin marking parties as “Yes” or “No” for 1099. The value in marking parties as Yes/No is that when you run a future batch for your county, these Yes/No selections will already be saved and new batches created will carry over these selections. If you run this report routinely throughout the year (or even from one year to the next), any parties that you have already reviewed can be filtered out so that you only review the “new” parties.

- 8. To mark a party as not 1099able, select the “No” radio button.

Boone Account Recovery Corp 261564	5794.98	<input type="text"/>	<input checked="" type="radio"/> No	<input type="button" value="New Group"/>
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- 9. If a party should be marked as 1099able, they must first have a TaxID number. This can be done in two ways.
 - a. Update the Party record in Odyssey and add the number on the Additional tab of the party record. This will cause you to need to reimport a new 1099 batch for this change to take effect.
 - b. Add the TaxID number in the provided box. When you tab out of the box, the “Yes” option will appear and can be selected.

Blitt & Gaines P.C. 8716696	8500 Keystone Crossing Ste 555 Indianapolis, IN 46240	\$2,936.18	<input type="text" value="12-3456789"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="New Group"/>
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- 10. If you find multiple instances of the same party that need to be grouped together, you can select “New Group” to the left of the party record that has the Name/Address that you want printed on the 1099.

Hoover, Jessica L. 3920847	214 N Third St Kentland, IN 47951	5885.18	<input type="text"/>	<input type="radio"/>	<input type="button" value="New Group"/>
Howe, Howard 1912575	50 S. Meridian St. #605 Indianapolis, IN 46204	\$2,968.88	<input type="text"/>	<input type="radio"/> No	<input type="button" value="New Group"/>
Howe, Howard 5091	50 S. Meridian Street #605 INDIANAPOLIS, IN 46204	\$1,700.00	<input type="text"/>	<input type="radio"/> No	<input type="button" value="New Group"/>
Hub Plaza 4612770	207 N Old US 41 Boswell, IN 47921	5540.01	<input type="text"/>	<input type="radio"/> No	<input type="button" value="New Group"/>

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- 11. Select “Add Group” beside any other party records with the same name/address. Note that per our discussions with the IRS, we do not support grouping un-like parties (i.e. grouping attorney “Joe Smith” with “Smith & Associates”).

1099 EARNINGS

HOWE, HOWARD GROUP

Name	Address	Earnings	TaxID
Howe, Howard 1912575	50 S. Meridian St. #605 Indianapolis, IN 46204	\$2,968.88	

GROUP MEMBERS (1)

Name	Address	Earnings	
Howe, Howard	50 S. Meridian St. #605 Indianapolis, IN 46204	\$2,968.88	<input type="button" value="Remove"/>

1099 RECORDS

Name: howe 1099: filter

Name	Address	Earnings	TaxID	Create 1099
Howe, Howard 5091	50 S. Meridian Street #605 INDIANAPOLIS, IN 46204	\$1,700.00	<input type="text"/>	<input type="radio"/> No <input type="button" value="Add to Group"/>

Showing 2 result(s)

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12. Once you have added the additional party to the group, you will see the individual records that have been grouped. When done, you can select “Close Group”.

1099 EARNINGS

HOWE, HOWARD GROUP

Name	Address	Earnings	TaxID
Howe, Howard 1912575	50 S. Meridian St. #605 Indianapolis, IN 46204	\$4,668.88	

GROUP MEMBERS (2)

Name	Address	Earnings	
Howe, Howard	50 S. Meridian St. #605 Indianapolis, IN 46204	\$2,968.88	<input type="button" value="Remove"/>
Howe, Howard	50 S. Meridian Street #605 INDIANAPOLIS, IN 46204	\$1,700.00	<input type="button" value="Remove"/>

13. Note that the detail listing now shows one entry for the party record. You can see that this is a “Grouped” record by the change of the button on the far right.

Howe, Howard 1912575	50 S. Meridian St. #605 Indianapolis, IN 46204	\$4,668.88	<input type="text"/>	<input type="radio"/> No	<input type="button" value="Edit Group"/>
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If the boxes are not properly aligned, you can adjust the layout. Go back to INCite and change the numbers in the Left and/or Top adjustment boxes. Note that the adjustment is in inches, so if I wanted the form to shift to the right $\frac{1}{4}$ inch, you would put .25 in the Left Adjustment box. If you need it to move $\frac{1}{4}$ inch to the left, you would put -.25 in the Left Adjustment box.

Print Settings

Left Adjustment:
0

Top Adjustment:
0

Name:

If you need the data to shift down $\frac{1}{2}$ inch, put .5 in the Top Adjustment. To shift up $\frac{1}{2}$ inch, put -.5 in the Top Adjustment box.

Print Settings

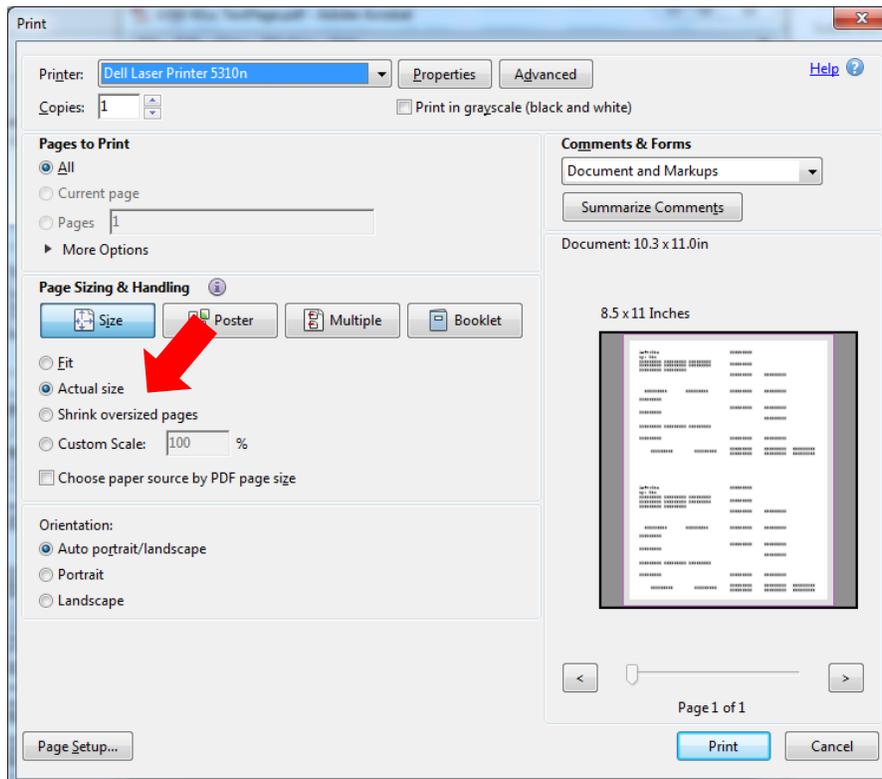
Left Adjustment:
0

Top Adjustment:
0

Name:

Then select “Test Layout” again to check the revised adjustment.

If the whole form looks like it was “shrunk”, make sure that when you select “Print” from the PDF form, you select “Actual Size”.





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Once you have the form positioned appropriately, return to INCite. You will enter your Clerk's office name, address, Federal ID and phone number into the form boxes. This is what will print on the upper left of each 1099 form.

Select the Minimum Balance to Print. This will generally be \$600. This means that only parties that you have marked "Yes" with a total balance of \$600 or more will be included. Any party marked "Yes" to 1099 that has a total dollar amount under \$600 will not be printed.

Print Settings

Left Adjustment:

Top Adjustment:

Name:

Address 1:

Address 2:

City:

State:

Zip:

Federal ID:

Telephone:

Minimum Balance to Print:

Once all of the information is entered, select Save & Print. You will be prompted to open a PDF again just as you were with the Test Layout. You can then open and print the form.