

1099 Printing

BEFORE YOU BEGIN ACCOUNTS PAYABLE 1099 PROCESSING:

- You are required to have current programs in order to print 1099's
- Make sure all AP transactions and checks for all companies have been posted for the year.
- Make a backup of AP data for all companies in use on your system AFTER all AP checks and invoices have been posted and PRIOR to processing 1099 forms for the year.
- Close the Year in Accounts Payable.

Refer to instructions for Accounts Payable Year End Closing, if necessary. When the above steps have been completed, continue to process 1099 data.

PROCESSING 1099 FORMS

THIS SECTION IS TO BE COMPLETED BY ALL USERS USING ACCOUNTS PAYABLE WITH VENDORS PAID IN EXCESS OF \$600.00

1099 totals are stored in the Vendor File "*Payments/Last Year*" field. Each time checks are posted; the "*Payments/This Year*" field is updated by the value of the checks. The value in the "*Payments/This Year*" field is transferred to the "*Payments/Last Year*" field during the End-of-Year Closing.

Vendor maintenance

Vendor #	GRA100	Work comp expire	0/00/0000
Name	W.W. GRAINER	Work comp rate	0.000
Address 1	P.O. BOX 10036	Work comp code	...
Address 2	36 MICHIGAN AVENUE	Message code	...
City	CHICAGO	Payments/this yr	0.00
State	IL	Payments/last yr	189000.00
Zip	60666	GL account	...
Contact	UELMA REYNOLDS	1 check/job ?	No
Telephone	987-321-5566	1 check/invoice ?	No
Sort name	W.W. GRAINER	1 invoice/job ?	No
Term code	30 ...	Check overflow	VOID check
Tax code	...	REMIT to code	...
Type	Vendor	User def 1	
1099 ?	Yes	User def 2	
1099 type	Rents		
Fed ID/SSNO	17-9865236		
Retainage %	0.00		

OK Cancel

Payment Fields

Both fields are accessible for editing using the Vendor Maintenance Program. If using the 1099 option, the vendor totals MUST have been maintained on a CALENDAR-YEAR basis: i.e. the End-of-Year Closing program should NOT have been invoked at the end of your FISCAL year if the Fiscal year ended other than December 31. **The End-of-Year Closing must be performed before printing 1099's**, and the values in the "Payments/Last year" field in the Vendor file should represent the total monies paid to each Vendor during the current CALENDAR year.

Step 1

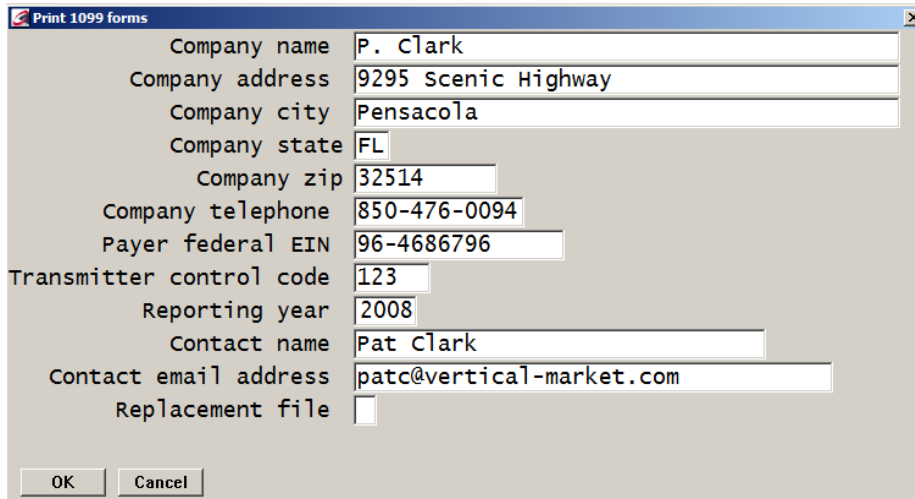
From the AP menu go to REPORTS > PRINT 1099 FORMS.

Step 2

Select the appropriate print device.

Step 3

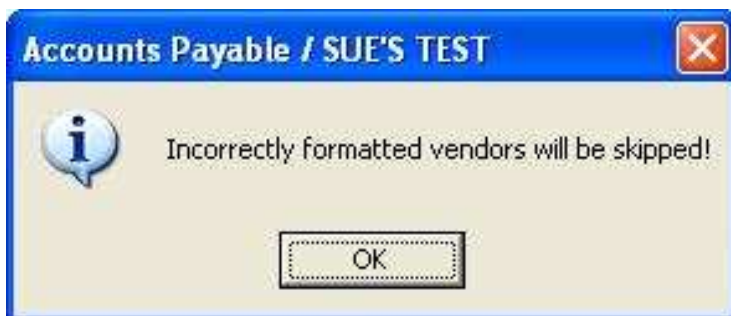
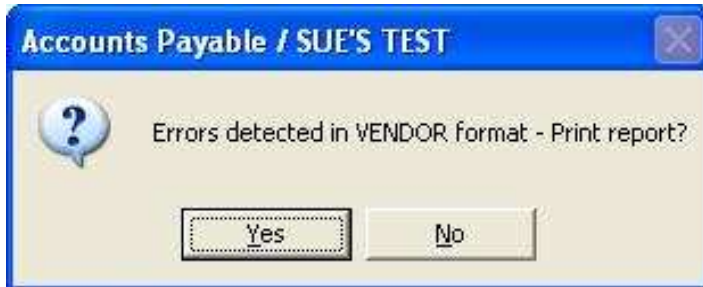
Verify and update the company filing information, including the current filing year. The Transmitter Number Control Code is obtained directly from IRS.



Company name	P. Clark
Company address	9295 Scenic Highway
Company city	Pensacola
Company state	FL
Company zip	32514
Company telephone	850-476-0094
Payer federal EIN	96-4686796
Transmitter control code	123
Reporting year	2008
Contact name	Pat Clark
Contact email address	patc@vertical-market.com
Replacement file	

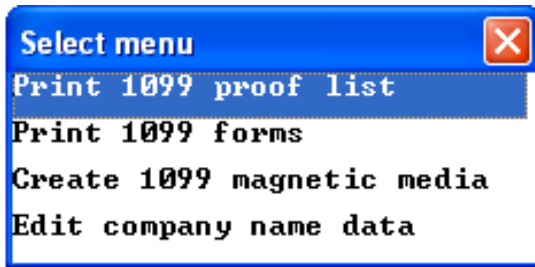
Step 4

The Vendor file will automatically be scanned for proper vendor name and address format. If problems are found, you will be notified and asked to print an error report.



NOTE: All errors must be corrected before printing 1099's! *Any vendors with format errors will not be printed!*

Next, print the Proof List and make corrections or adjustments to the Vendor file as necessary.



Correcting 1099's

All Vendors that have "Y" in the 1099 field in the Vendor file will print on the Proof List for verification purposes, INCLUDING those Vendors paid less than \$600.00 for the year. During the 1099 forms printing, an option is provided to omit printing a 1099 form for Vendors BELOW the \$600.00 earnings limit.

To update Vendor information, from the AP menu select FILE MAINTENANCE > VENDOR FILE.

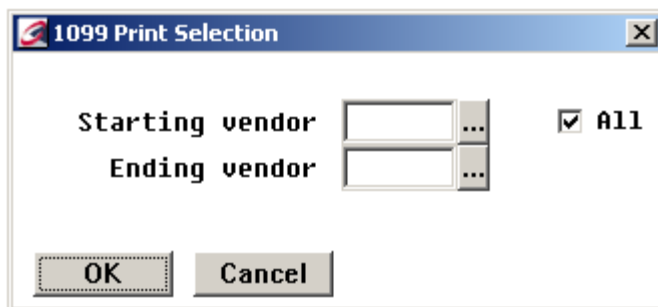
NOTE: After closing the year, the amount shown on the 1099 is stored in the "Payments Last Year" field.

Step 5

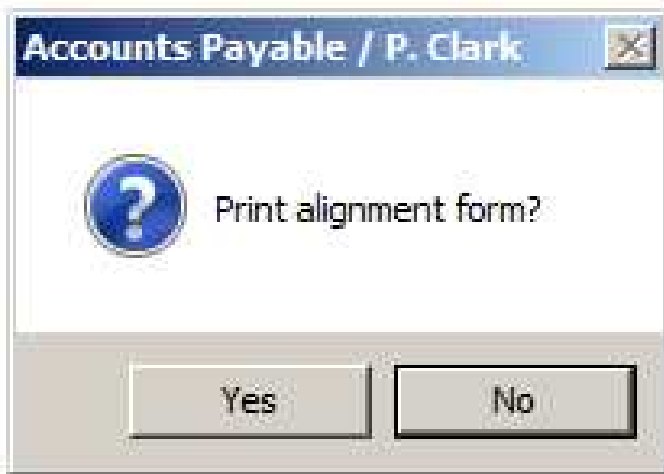
Print 1099 Forms

NOTE: It is *highly recommended* to print 1099's to plain paper for verification and documentation before proceeding! Make sure all 1099's are correct before continuing.

To print 1099,'s select "Print 1099 forms" from the list.

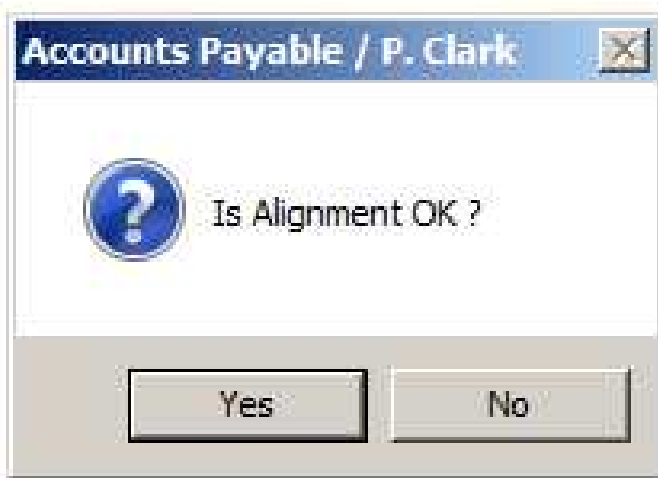


A print alignment box will appear. Select "Yes" to print an alignment form.

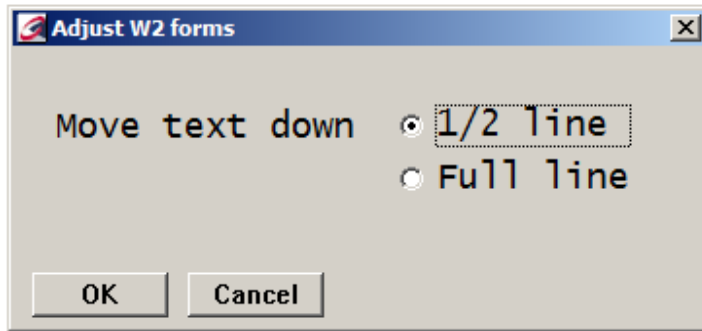


Printing to a dot matrix printer: Adjust your forms manually as needed to get the correct alignment. You may print as many alignment forms as needed. Once aligned, proceed to actual printing.

Printing to a laser/inkjet printer: Another question will appear after the first alignment print asking if the alignment is OK. Some laser/inkjet printers will print higher on the page than others and an adjustment has been added to move the printed text down the page slightly. If the printed characters on the alignment form are too high to fit in the form boxes, answer “No” to the alignment question otherwise, answer “Yes”.



If you answered “No” to the alignment question, another box will appear asking to move the printer text down ½ line or a full line, then click ‘OK’



Repeat this process of printing the alignment form and moving the text down, as many times as necessary, until you are satisfied with your alignment.

Once this step is completed, laser/inkjet forms should be properly aligned and printed can begin.

NOTE: DO NOT PROCEED without VERIFIED PLAIN PAPER 1099'S in-hand!

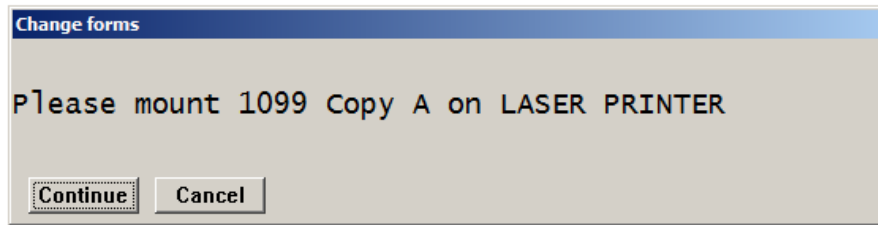
Step 6



In the next window, select whether to print 1099 forms for Vendors below the \$600.00 earnings limit.

Once selected, 1099's will begin printing.

At this point rather than placing forms in the printer, it is recommended that you print on plain paper first to verify the accuracy of your alignment and you 1099 information.



Place forms in your printer

Step 7

Vendors that have "N" entered in the 1099 field in the Vendor file will NOT be included on the Proof List, nor have a 1099 print for them.

Step 8

Once the accuracy of the data is verified, print the final 1099 forms, repeating from **Step 5** above.

Step 9

Repeat process for ***EACH COMPANY*** on your system that uses the 1099 feature in **ACCOUNTS PAYABLE**.