

Creating 1099 Magnetic Media

This step must be completed if your company is filing 250 or more 1099 forms for the current tax year.

Step 1

To produce the magnetic media file from the AP menu, select REPORTS > 1099 FORMS > CREATE 1099 MAGNETIC MEDIA. The 1099 magnetic media 1099 file (IRSTAX) will automatically be created in the data directory of the current company and then return to the 1099 FORMS menu.

For example:

If the current company is 1 and its file location is set the HD1, then the IRSTAX file would be found in:

`\vms\data1\IRSTAX`

Likewise if company ZZ is associated with the file location HD3, the IRSTAX file would be found in:

`\vms\data3\IRSTAX`