

VENDOR 1099'S (AP1099)

The vendor 1099 report prints IRS forms 1099-MISC and 1099-NEC for those vendors flagged to receive them in their vendor maintenance record and having invoices with G/L account numbers that are also flagged for 1099's. When printing 1099's, the program AP1099 will prompt whether you want to run the 1099-MISC or the 1099-NEC forms.

Print 1099's	1 **AMAZING RTO	**cst142	1/19/24 11:37 am
--------------	-----------------	----------	------------------

Select 1099 Form: enter M for 1099-MISC or N for 1099-NEC

Beginning Vendor: 0
 Ending Vendor: 0
 Vendor Group:
 Beginning Date:
 Ending Date:

Exclude Below \$: 0.00

Select Printer: L

Printer ID: LP01
 Control Printer? No

Press F9 when finished
 entering all parameters

Select 'M' to print 1099-MISC, or 'N' to print 1099-NEC

Vendor Maintenance

To flag a vendor for 1099's, update the FIN, Verified?, and 1099 Required fields on the vendor master file record. See below how to update.

FIN

Enter the vendor's FIN number. If this is a 1099 vendor you will enter their social security number. This is only applicable in the U.S.

Verified?

Enter "Y" if the vendor's Federal ID Nbr has been verified.

1099 Required

Enter a "Y" if you need to produce a 1099 for this vendor. This works in conjunction with the G/L account maintenance.

Both need to be setup for the 1099 program to work successfully.

Add Vendor		1 **AMAZING RTO	**cst142	1/19/24 11:42 am
Vendor:	2377			FOB Point: Shipping
Name:				Buyer:
Address:				Vendor Group:
City:				Country:
SalesRep/Fax:				Delivery days: 0
Phone #:				Returns? Yes
FIN:				1099 Required? No
		Fax #:		Separate Chck? No
Our account:		Verified? N		Shutdown From:
Freight Calc: N	Fr Amt:			0 Thru:
Exchg/Bump %:		Fr %:		Chg Inv Taxes: N/N/N/N
Terms:		Vendor Rebates: N		Minimum Qty:
Ship Via:				Minimum Amt:
Lookup name:				Free Ship Qty:
				Free Ship Amt:

Input the federal taxpayer identification number for this vendor

GENERAL LEDGER ACCOUNT MAINTENANCE

Use the 1099 field on the G/L account to flag it to print in the appropriate 1099 box.

1099 Field

Enter the field number on the 1099 form that you want this account to print. In order to use the 1099 program you must fill in this field to the appropriate box number on the 1099* and set the 1099 flag on the individual vendors to a "Y."

*Use the box number on the 1099-MISC form. If used for 1099-NEC form, add 100 to the box number on the 1099-NEC form. Example, for 1099-NEC box 1 enter 101 in this field. For 1099-MISC box 10 enter 10 in this field.

Change G/L Acct	1 **AMAZING RTO	**cst142	1/19/24 3:48 pm
Account:	6034		
Description:	LEGAL FEES		
Account Type:	Expense		
Balance:	Debit		
Status:	Active		
1099 Field:	0		
Bank Interface:	No		
Bank Number:			
Corporate Acct:	No		
Enter the field on the 1099 form for this account (+100 for 1099-NEC)			