

Vendor 1099's

Index-> 1099's

The quickest way to open the window for printing and reconciling Vendor 1099's is to type '1099' in the **Index** field on the Navigation/Home window. The window shown below can also be opened from other appropriate windows in the program.

Before we review the window shown below, continue to the next page for information on preparing the 1099 data.

Preview or Print 1099's

NOTICE! If both lines of the Street Address were filled in on the Vendor Setup window, those 2 lines have to be combined on the 1099 because there is only one line available. You may have to adjust those lines on the Vendor Setup window before printing 1099's.

	From	To
PAID DATES	01/01/02	12/31/02
VENDORS	AMEX	ZURICH

PRINT 1099'S FOR PAYMENTS IN SELECTED PERIOD THAT TOTAL THIS AMOUNT OR MORE-> **\$600.00**

Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page. Open Help Doc by using the question mark button at top right of window.

1099 Preview Report

Detail of Invoices Marked for 1099's and Paid During the Period Selected

Print 1099's - MISC (Includes RENTS)

NOTE: During the first year that this program is used, Balances Forward to be used for MISC 1099's can be entered on the Vendor's Setup Window. After printing the 1099's for the setup year, REMEMBER to use the button below.

Clear Balance Fwd Payments that were entered for the setup year. CAUTION! This will be automatic!

Fantastic Builders, Inc.

Marking Records To Be Included on 1099's

There are fields on the Vendor setup window that can be used to classify a vendor as one that should receive a 1099. These fields are explained in the Help Document about setting up vendors. In the '1099 Default' field on the vendor setup window, there are 3 selections for a Vendor:

- 1 - NONE: Vendor should not receive a 1099
- 2 - MISC: Vendor should receive a 'Miscellaneous' 1099 for contract services
- 3 - RENTS: Vendor should receive a 'Miscellaneous' 1099 that shows totals paid to them for rents.

Add or Edit Vendors

Find (try F4)-> AUSSTAR

Vendor Code: AUSSTAR | Status: ACTIVE

Vendor Type: SUB-CONTRACTOR | On Bids List?: Yes

Name: AUSTIN STAR ROOFING

Street: 1608 WATER RIDGE RD.

City: AUSTIN | State: TX | Zip Code: 78704-1430

Contact: Tom Davis

Balance Forward: \$0.00

Payment Discount %: 0.00%

Days To Pay: 0 OR Day Of Mo. Due: 15

Retainage? Retainage %: 10.0%

1099 Default: MISC | Tax ID Number: 111-11-1111

Name to Print on 1099-> Tom Davis / Austin Star Roofing

When bills are being entered to pay to a Vendor, the '1099 Default' selected for them on the Vendor setup window will drop into the '1099' field on the bill line. IF the bill is for something that should NOT be included on a 1099, "NONE" can be selected in the field. See the next page for information on changing the 1099 field in bills that have already been posted.

Add/Edit Vendor Bills/ Quick Checks/ Misc Cash Deductions (VB in index)

VENDOR-> AUSSTAR - AUSTIN STAR ROOFING

Alert if Vendor Over POWO's | Alert if Genl Liab Ins. Expired | Alert if Work Comp Expired | Alert Misc Vendor Expirations | Alert if Outstanding Waivers

Job	Date	Due	Invoice #	GL Account	Job Cost Code	Amounts
H11RIVER	01/07/09	01/15/09	12345	430-DIRECT	4030-Roofing - Turnkey	QTY 1.00 Total
Select Task	Descript.	Roofing Draw		1099 MISC	Dept CH	UNIT \$ \$1,000.00
<Delete Line	PO/WO	NONE		<None	Type TURNKEY	TOTAL \$1,000.00

Editing the 1099 Status In Posted Bills

On the window used for printing 1099's, there is a handy feature for reviewing the Paid invoices that will be included on a 1099 for a vendor.

On the right side of the window, select a Vendor.

Then use the button labeled 'Edit 1099 Status in Records for Vendor Selected Above' to open the window shown below.

Preview or Print 1099's

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	From	To
PAID DATES	01/01/02	12/31/02
VENDORS	AMEX	ZURICH

PRINT 1099'S FOR PAYMENTS IN SELECTED PERIOD THAT TOTAL THIS AMOUNT OR MORE-> **\$600.00**

1099 Preview Report

Detail of Invoices Marked for 1099's and Paid During the Period Selected

Print 1099's - MISC (Includes RENTS)

Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page. Open Help Doc by using the question mark button at top right of window.

Select Vendor to Review:
AUSSTAR

Edit 1099 Status in Records for Vendor Selected Above

NOTE: During the first year that this program is used, Balances Forward to be used for MISC 1099's can be entered on the Vendor's Setup Window. After printing the 1099's for the setup year, REMEMBER to use the button below.

Clear Balance Fwd Payments that were entered for the setup year. CAUTION! This

If an invoice should NOT be included on a 1099, the '1099 Status' can be changed to NONE on this window.

CHS

PAID Invoices For: AUSTIN STAR ROOFING

	From	To
Paid Dates	01/01/02	12/31/02

Use this window to change the 1099 status of a record, if needed.

1099 Status	Paid Date	Inv. Num	GL #	Dept.	Job Code	Cost Code	Description	Invoice Total	Document:
MISC	05-Jan-02	529	1430	CH	H11RIVER	4030-Rooft	Extra Roofing expenses	\$300.00	Document:
MISC	05-Jan-02	529	1430	CH	H11RIVER	4030-Rooft	Roofing draw - variance	\$500.00	Document:
MISC	05-Jan-02	529	1430	CH	H11RIVER	4030-Rooft	Roofing draw	\$6,000.00	Document:
MISC	08-Jan-02	552	1430	CH	H11RIVER	4030-Rooft	Roofing draw	\$5,000.00	Document:

Fantastic Builders, Inc. **TOTAL \$11,800.00**

Balances Forward For 1099's (For Users That Begin Program In The Middle Of The Year)

If you begin using the program in the middle of a year and would like to include payments made to Vendors that are not recorded in CHS, there is a 'Balance Forward' field on the Vendor setup window. The amount entered in this field will be ADDED to any bills posted as paid in the program when 1099's are calculated.

Find (try F4)-> **AUSSTAR** Add New Vendor

Vendor Code: **AUSSTAR** Change Code Status: **ACTIVE** Delete?

Vendor Type: **SUB-CONTRACTOR** +Type On Bids List? **Yes** Payment Discount %: 0.00%

Name: **AUSTIN STAR ROOFING**

Customer #:

Street: **1608 WATER RIDGE RD.**

City: **AUSTIN**

State: **TX** Zip Code: **78704-1430**

Contact: **Tom Davis**

Phone Numbers, Email, and Web Site

Home: Ext: Fax 1: **(512) 44**

Work 1: **(512) 333-4444** Fax 2:

Mobile 1: **(512) 555-6666** Mobile 2: **(512) 66**

Email: **ausstar@anywhere.com**

Web Site:

G/L Acct. #: **1430-DIRECT CC** Dept: **CH**

Cost Code: **4030-Roofing - Turnkey**

Balance Forward **\$16,789.12** <-Hint

CHS

Vendor Balance Forward Payments

Enter total of Year to Date payments to this Vendor that will not be posted in CHS. This is for use during your setup year. The amount entered here will be added to the 1099-MISC totals at year end. When you are ready to clear these amounts, do so on the 1099's window.

IMPORTANT! Do NOT include any amount Prior

Preview or Print 1099's

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	From	To
PAID DATES	01/01/02	12/31/02
VENDORS	AMEX	ZURICH

PRINT 1099'S FOR PAYMENTS IN SELECTED PERIOD THAT TOTAL THIS AMOUNT OR MORE-> **\$600.00**

1099 Preview Report

Detail of Invoices Marked for 1099's and Paid During the Period Selected

Print 1099's - MISC (Includes RENTS)

Open Vendor Setup Window

Open Window to Edit/Review Vendor Invoices

Select Vendor to Review: **AUSSTAR**

Edit 1099 Status in Records for Vendor Selected Above

NOTE: During the first year that this program is used, Balances Forward to be used for MISC 1099's can be entered on the Vendor's Setup Window. After printing the 1099's for the setup year, REMEMBER to use the button below.

Clear Balance Fwd Payments that were entered for the setup year. CAUTION! This will be automatic!

IMPORTANT! AFTER all 1099's have been printed successfully, remember to clear any 'Balance Forward' amounts from the vendors. To do so, use the button labeled 'Clear Balance Fwd Payments that were entered for the setup year.' on the window used for printing 1099's.

1099 Criteria Selection

Before previewing 1099 data OR before printing the 1099's, enter the appropriate **PAID DATES** in the 'From' and 'To' fields. For 1099's, the period should be for one year.

Generally, a range of **VENDORS** does NOT need be selected unless it is necessary to print a 1099 for one vendor.

The IRS requires that 1099's are prepared for amounts that were actually paid to entities that supplied services during a calendar year. 1099's are not required for entities that are incorporated. At the current time, 1099's are required for payments of \$600.00 or more. Therefore, the default in the field "**Print 1099's For Payments In Selected Period That Total This Amount Or More->**" is \$600.00. If the IRS requirements change in the future, you may type in a different amount.

Continue to the next page.

Preview or Print 1099's

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	From	To
PAID DATES	01/01/02	12/31/02
VENDORS	AMEX	ZURICH

PRINT 1099'S FOR PAYMENTS IN SELECTED PERIOD THAT TOTAL THIS AMOUNT OR MORE->	\$600.00
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1099 Preview Report

Detail of Invoices Marked for 1099's and Paid During the Period Selected

Print 1099's - MISC (Includes RENTS)

Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page. Open Help Doc by using the question mark button at top right of window.

1099 Preview Report

Preview or Print 1099's

NOTICE! If both lines of the Street Address were filled in on the Vendor Setup window, those 2 lines have to be combined on the 1099 because there is only one line available. You may have to adjust those lines on the Vendor Setup window before printing 1099's.

	From	To
PAID DATES	01/01/02	12/31/02
VENDORS	AMEX	ZURICH

PRINT 1099'S FOR PAYMENTS IN SELECTED PERIOD THAT TOTAL THIS AMOUNT OR MORE-> **\$600.00**

1099 Preview Report

Detail of Invoices Marked for 1099's and Paid During the

Print (Inc

Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page. Open Help Doc by using the question mark button at top right of window.

To preview the data that will print on the 1099's AND to check for missing information, use the button labeled '1099 Preview Report'.

Notice that the report will print a bold alert if a Vendor is missing a Tax ID Number.

MISC 1099 PREVIEW REPORT For Payments From 1/1/2002 To 12/31/2002

ARROYO FRAMING, INC.
1099 Name: ARROYO FRAMING, INC.
PO Box 41611
Austin, TX 78704-0027
PHONE (512) 693-2632 FAX () 999-9999
TAX ID 74-1234567 **\$20,372.27**

AUDIO VIDEO ENVIRONMENTS
1099 Name: AUDIO VIDEO ENVIRONMENTS
3456 MAIN ST.
AUSTIN, TX 78700-0000
PHONE FAX
TAX ID 74-9876543 **\$1,300.00**

AUSTIN BUILDING PRODUCTS
1099 Name: AUSTIN BUILDING PRODUCTS
13724 North IH-35
Austin, TX 78728-
PHONE (512) 251-9290 FAX (512) 251-9553
TAX ID **\$5,609.52**
NEED TAX ID NUMBER!!!

AUSTIN STAR ROOFING
1099 Name: TOM DAMS / AUSTIN STAR ROOFING
1608 WATER RIDGE RD.
AUSTIN, TX 78704-1430
PHONE (512) 333-4444 FAX (512) 444-5555
TAX ID 111-11-1111 **\$11,800.00**

JENNIFER BINGHAM
1099 Name: JENNIFER BINGHAM
1000 Turnover Road
Austin, TX 78759-

BRIGHTON CUSTOM PAINT
1099 Name: BRIGHTON CUSTOM PAINT
1426 Wheatfall Lane
Austin, TX 78748-

1099 Invoice Detail Report

	From	To
PAID DATES	01/01/02	12/31/02
VENDORS	AMEX	ZURICH

PRINT 1099'S FOR PAYMENTS IN SELECTED PERIOD THAT TOTAL THIS AMOUNT OR MORE->	\$600.00
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1099 Preview Report

Detail of Invoices Marked for 1099's and Paid During the Period Selected

Print 1099's - MISC (Includes RENTS)

Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page. Open Help Doc by using the question mark button at top right of window.

To preview the invoice detail behind the 1099 totals, use the button labeled 'Detail of Invoices Marked for 1099's and Paid During the Period Selected'.

Detail of Paid Invoices With a 1099 Type of MISC or RENTS

				FROM	TO					
		PAID DATES			01-Jan-02	31-Dec-02				
		VENDORS			AMEX	ZURICH				
DATE PD	CK #	INVOICE DATE	INVOICE	DESCRIPTION	GL #	JOB #	MISC	RENTS		
ARROYO		ARROYO FRAMING, INC.			1099 Name: ARROYO FRAMING, INC.					
22-Mar-02	11412	22-Mar-02	032201	1st draw on framing labor	1430	H11RIVER	\$6,157.43	\$0.00		
29-Mar-02	11431	24-Mar-02	032401	2nd draw on framing labor	1430	H11RIVER	\$6,157.42	\$0.00		
10-Apr-02	11458	30-Mar-02	504233	3rd draw on framing labor	1430	H11RIVER	\$6,157.42	\$0.00		
14-Jun-02	11590	13-Jun-02	061301	last draw	1430	H11RIVER	\$1,900.00	\$0.00		
TOTAL FOR ARROYO							\$20,372.27	\$0.00		
AUDIOVID		AUDIO VIDEO ENVIRONMENTS			1099 Name: AUDIO VIDEO ENVIRONMENTS					
19-May-02	11552	19-May-02	11552	Stereo previre	1430	H11RIVER	\$1,300.00	\$0.00		
TOTAL FOR AUDIOVID							\$1,300.00	\$0.00		
AUSBLDG		AUSTIN BUILDING PRODUCTS			1099 Name: AUSTIN BUILDING PRODUCTS					
19-Apr-02	11484	04-Apr-02	2907	Summit vinyl windbws	1430	H11RIVER	\$5,609.52	\$0.00		
TOTAL FOR AUSBLDG							\$5,609.52	\$0.00		
AUSSTAR		AUSTIN STAR ROOFING			1099 Name: TOM DAVIS / AUSTIN STAR ROOFING					

Printing 1099's - Setting Page Size To Legal - continued

If you are not able to set the Page Size to Legal using the instructions on the previous page, try this:

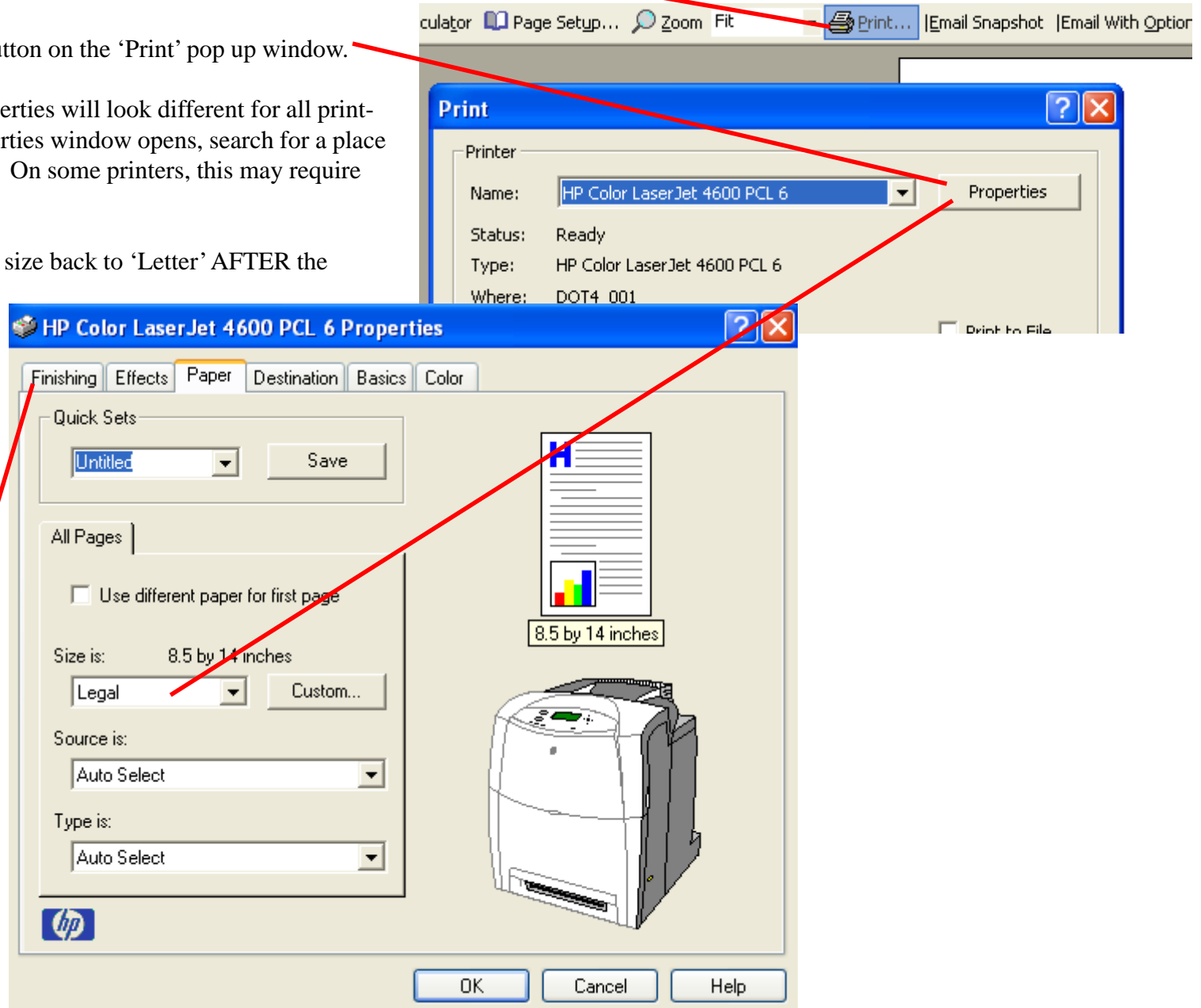
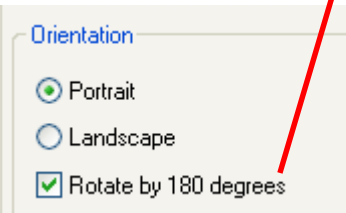
On the toolbar at the top of the report window, use the button labeled **'Print'**.

Then use the **'Properties'** button on the 'Print' pop up window.

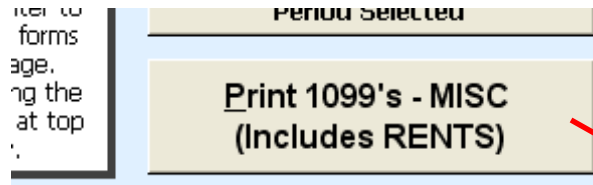
The window for Printer Properties will look different for all printers. After your Printer Properties window opens, search for a place to set the page size. NOTE: On some printers, this may require using an **'Advanced'** button.

Remember to reset the paper size back to 'Letter' AFTER the 1099's have been printed.

FYI: Our printer feeds documents foot first, but to print 1099s successfully, we had to load them head first. This is due to using Legal setup on 8 1/2 x 11 paper. Therefore, on our printer, we also had to use the Finishing tab and set our printer to 'Rotate By 180 Degrees'.



Printing 1099's On IRS Forms



To print the 1099's, make sure that you have the proper forms from the IRS in your printer. 1099 forms can be purchased from most office supply stores.

Use the button labeled '**Print 1099's**' to open the report preview window shown to the right. Make sure that TWO 1099's are displaying per page (as described on previous pages in this Help Document).

Use the '**Print**' button on the report toolbar to print the 1099's.

HINT: Try printing from Page 1 to Page 1 **FIRST** as a test to make sure the information fits properly on a 1099 form.

NOTE: The information needed for filling in the 1093 Transmittal totals can be found at the end of the "Preview 1099's" report discussed on a previous page.

A screenshot of a report preview window. The window has a toolbar at the top with buttons for 'Page Setup...', 'Zoom 70%', 'Print...' (circled in red), 'Email Snapshot', 'Email With Options', and 'Output To Excel'. The report content is displayed in a monospaced font and is organized into two sections, each representing a 1099 form. The first section is for 'Fantastic Builders, Inc.' with a value of 0.00. The second section is for 'ARROYO FRAMING, INC.' with a value of 20,372.27. The third section is another 'Fantastic Builders, Inc.' form with a value of 0.00. The fourth section is for 'AUDIO VIDEO ENVIRONMENTS' with a value of 1,300.00. The report content is as follows:

Company Name	Address	City, State, Zip	Phone	Value
Fantastic Builders, Inc.	1000 SOMEWHERE DR.	Austin, TX 78704	(111) 111-1111	0.00
ARROYO FRAMING, INC.	PO Box 41611	Austin, TX 78704-0027		20,372.27
Fantastic Builders, Inc.	1000 SOMEWHERE DR.	Austin, TX 78704	(111) 111-1111	0.00
AUDIO VIDEO ENVIRONMENTS	3456 MAIN ST.	AUSTIN, TX 78700-0000		1,300.00