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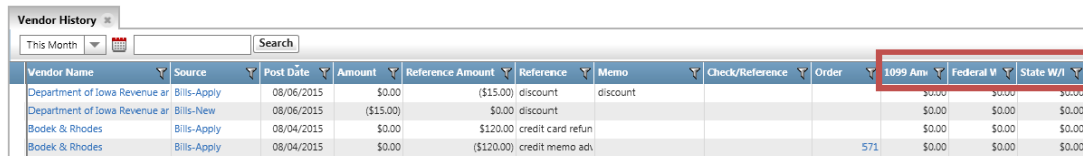
How Do You Create Lists for 1099 Information?

Tammy Mason - 2022-07-19 - in Vendors

How Do You Create Lists for 1099 Information?

The fields reported in the **1099 Amounts** box during the Bills-Pay process can be added to the following Lists: Vendor History, Salesperson History, Ledger Transactions and Ledger Transactions/Audit Trail /Audit Trail. Use the wrench or right-click on any column heading within these Lists to add columns for the 1099 Amount, Federal W/H Tax Amount and State W/H Tax Amount.

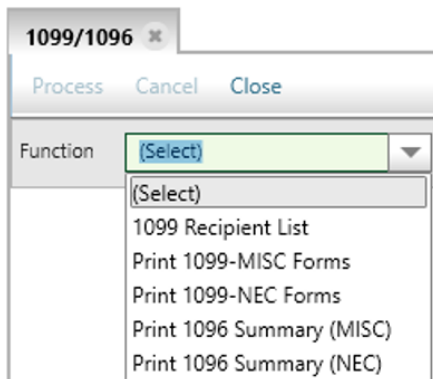
Below is a sample Vendor History List containing the additional columns.



Vendor Name	Source	Post Date	Amount	Reference Amount	Reference	Memo	Check/Reference	Order	1099 Am	Federal W	State W/H
Department of Iowa Revenue ar	Bills-Apply	08/06/2015	\$0.00	(\$15.00)	discount	discount			\$0.00	\$0.00	\$0.00
Department of Iowa Revenue ar	Bills-New	08/06/2015	(\$15.00)	\$0.00	discount				\$0.00	\$0.00	\$0.00
Bodek & Rhodes	Bills-Apply	08/04/2015	\$0.00	\$120.00	credit card refun				\$0.00	\$0.00	\$0.00
Bodek & Rhodes	Bills-Apply	08/04/2015	\$0.00	(\$120.00)	credit memo ad			571	\$0.00	\$0.00	\$0.00

How Do You Create and Print 1099 Recipient List?

The options to print the salesperson and vendor 1099 Recipient List, 1099-MISC, 1099-NEC and the 1096 Summaries are all located within the 1099/1096 option. You will find these options under the Supervise tab of the Ribbon Menu under the 1099/1096 Control Group. You will want to have your 1099-MISC and 1096 Summary forms on hand for this option.



The function contains 5 options:

- 1099 Recipient List
- Print 1099-MISC Forms
- Print 1099-NEC Forms
- Print 1096 Summary (MISC)
- Print 1096 Summary (NEC)

Note: When you are ready to print the 1099-MISC/NEC and the 1096 Summary, be certain to have the actual forms on hand. However, forms can be printed as many times as needed.

Review the 1099 Recipient List?

The Recipient List will display/print all salespeople and vendors whose resource record contains a 1099 category.

Use the list to review each salesperson and vendors' records to be certain each Tax ID number and all addresses are entered correctly. If any information for a salesperson or vendor is missing or incorrect, click their name.

The program will then open that salesperson or vendor resource record. You can also print the list. This list will show both 1099-Misc and 1099-NEC records. Selecting the individual form type under function will show just the ones for each form type.

Name	Code	Tax ID	Address 1	Address 2	City	State/Province	Zip/Postal	Status
Sammy Salesperson	SLSPSN	555-55-5555	1221 West 10th St		Waterloo	IA	50702	Active

Once the changes are made and saved, click the Refresh icon to update the information within the list. The Status for each record will also be shown.

Note: Even if a status is inactive, a 1099 can still be printed.