

ASICOMP.COM

Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Vendors > How Do You Setup Vendors/Salespeople for 1099 MISC Reporting?

How Do You Setup Vendors/Salespeople for 1099 MISC Reporting?

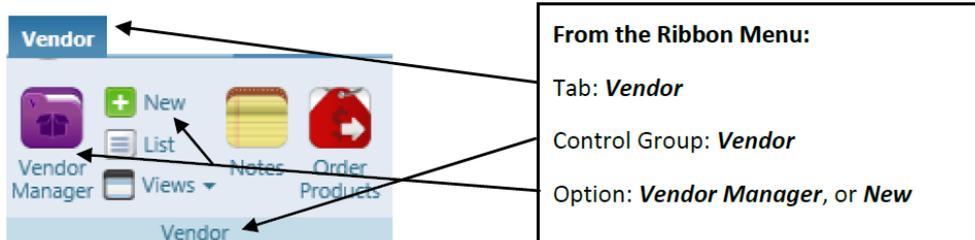
Tammy Mason - 2022-07-19 - in Vendors

How Do You Setup Vendors for 1099 MISC Reporting?

IRS 1099-MISC and 1099-NEC information may be accumulated for salespersons or vendors you are required to provide with a 1099-MISC/1099-NEC form at the end of the calendar year. You are also able to print the data on the government supplied 1099-MISC form, as well as the 1096 Summary forms.

The 1099-MISC choices provided include: Rent, Royalties and Other Income. These coincide with the most used categories on the 1099-MISC form. The 1099-NEC form is used for Nonemployee Compensation.

Important: You may be required to purchase and submit both 1099-MISC and 1099-NEC so be aware of this when purchasing your forms for the end of the year.



Any Vendor who will need a 1099-MISC/1099-NEC at the end of a calendar year will need to have a Tax ID and the correct category assigned under the Other Expander in Vendor Setup/Manage.

Company

Terms: Net 30, asi/, 84863, Line Name: Sanmar, Preferred

Address 1: 22833 SE Black Nugget Rd, Office: +1 (800)828-0554, Email: (Select)

Address 2: Suite 1, Office Fax: +1, Web: Corporate, www.sanmar.com

City: Issaquah, Other: +1, Country: UNITED STATES

State/Province: WA, Zip/Postal: 98029-3621

Addresses (1), Phones (3), Emails (0), Websites (1)

Contacts (0)

Other

Document Folder, Industry: ASI Trade, Accept Credit Cards

Our Account: 123578

Tax ID: 23-1276310, 1099-MISC Category: (Select), EASI Billing ID

User Defined Fields

(Select) Nonemployee Compensation

Field Name	Field Value
Rent	
Royalties	
Other Income	

Enter the Vendor's Tax ID.

Select the correct Nonemployee Compensation category from the drop-down list.

How Do You Setup Salespeople for 1099 MISC Reporting?

Setup Salespeople for 1099 Reporting at the end of the calendar year.

Supervise

Salesperson Manager, New, List, Views, Commission Table, Commissions, Sales Compare, Booked Compare

From the Ribbon Menu:
 Tab: *Supervise*
 Control Group: *Salesperson*
 Option: *Salesperson Manager*, or *New*

Use the Salesperson Manager or the List to edit each Salesperson's Resource and add their Tax ID information and select the correct 1099-MISC Category from the drop-down box.

When creating a new Salesperson Resource, be certain to enter their Tax ID information and select the correct 1099-MISC Category.

New Copy Save Delete Cancel Close										
Code	SLSPSN		Name	Sammy Salesperson			Status	Active <input type="checkbox"/> Employee		
^ Commission Structure										
Commission %	20.00%		Based On Order	Gross Profit %		With Table	(Select)		Update Commission Rate	
Commission Expense General Ledger	700		Comm Exp/Salary Sales Per	Edit						
^ Primary Address										
Address 1	1221 West 10th St			Office	+1	(319)266-7688		Email	Work	Selling@mysispsn.com
Address 2				Office Fax	+1			Web	(Select)	
City	Waterloo			Other	+1			County		
State/Province	IA		Zip/Postal	50702						
Country	UNITED STATES									
Addresses (1) Phones (3) Emails (1) Websites (0)										
^ Alternate Addresses (0)										
^ Users With Access										
^ Other										
Tax ID	555-55-5555		1099-MISC Category	Nonemployee Compensation						

Enter the Salesperson's Tax ID.

Select the Nonemployee Compensation type from the drop-down list.