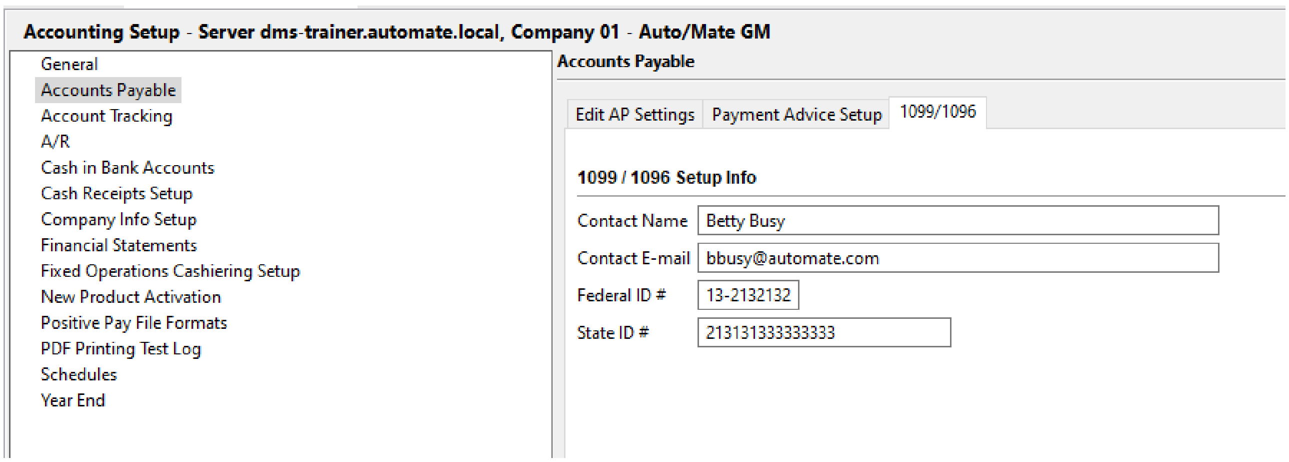
1096 Processing Information

Once you have verified all the information for your vendors is correct and you are ready to print your 1099s, you would print your 1099s and then after reviewing your 1099s you can print your 1096.

If you need to update and dealership information on your 1099/1096s you can update this in system configuration.

Go to System configuration >> Accounting Setup >> Accounts Payable >> 1099/109 Tab

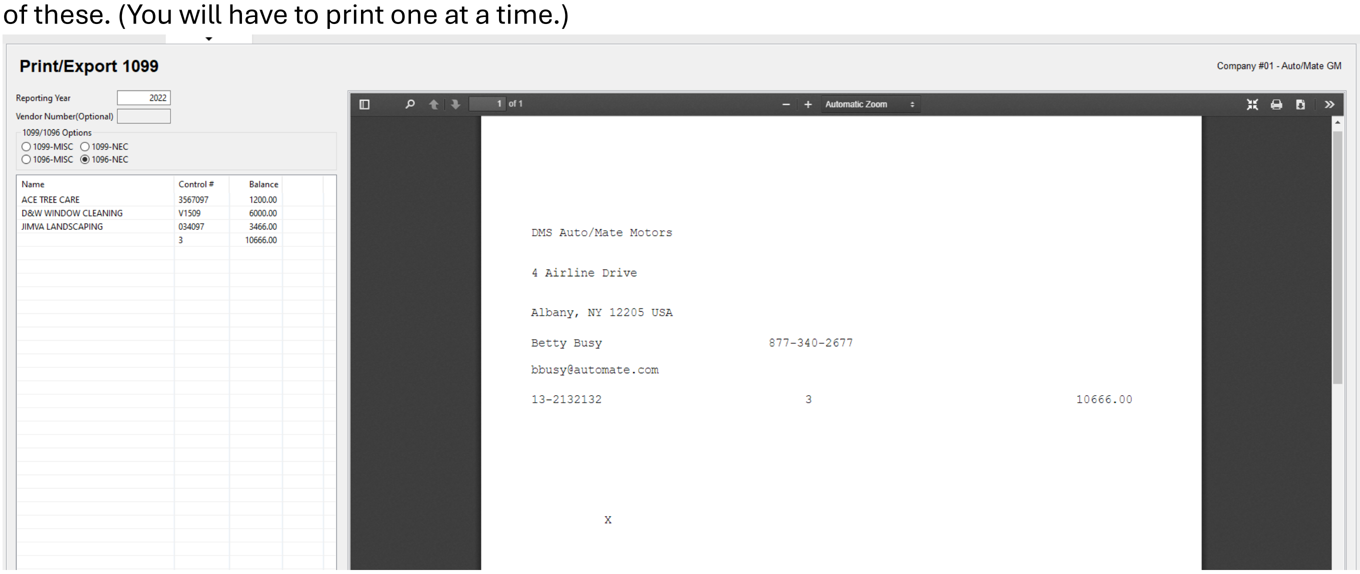


Printing 1096s:

We recommend these should always be printed on plain paper and verified before printing the Final Form.

Then go back to the Accounts Payable Module Option #8 Print/Export 1099.

Enter the reporting year and select 1096-MISC or 1096-NEC and then generate forms to print each of these. (You will have to print one at a time.)



If you are using accountability, you would select export to create the file to export to accountability.