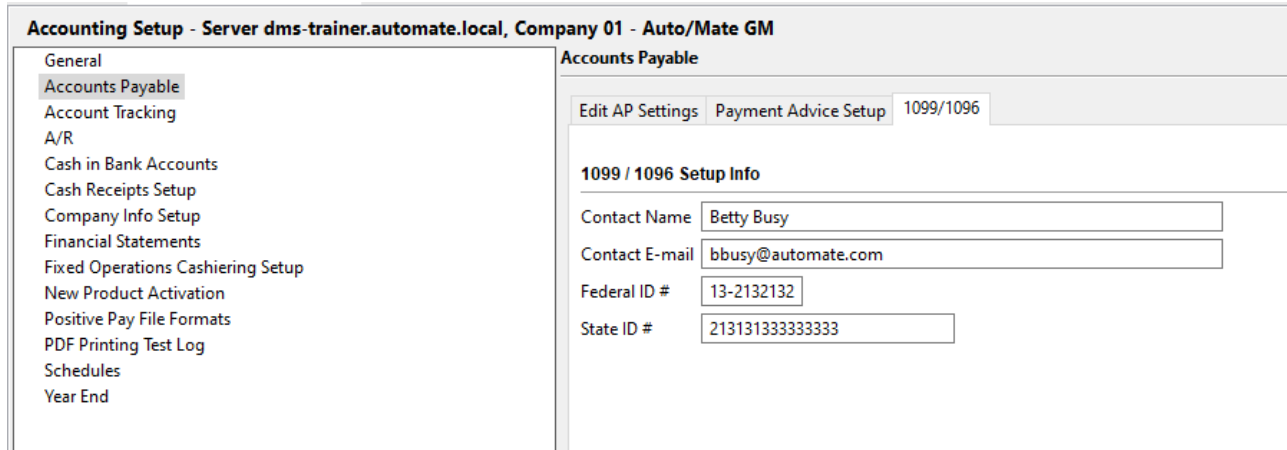


1096 Processing Information

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



Accounting Setup - Server dms-trainer.automate.local, Company 01 - Auto/Mate GM

General

- Accounts Payable
- Account Tracking
- A/R
- Cash in Bank Accounts
- Cash Receipts Setup
- Company Info Setup
- Financial Statements
- Fixed Operations Cashiering Setup
- New Product Activation
- Positive Pay File Formats
- PDF Printing Test Log
- Schedules
- Year End

Accounts Payable

Edit AP Settings Payment Advice Setup 1099/1096

1099 / 1096 Setup Info

Contact Name Betty Busy

Contact E-mail bbusy@automate.com

Federal ID # 13-2132132

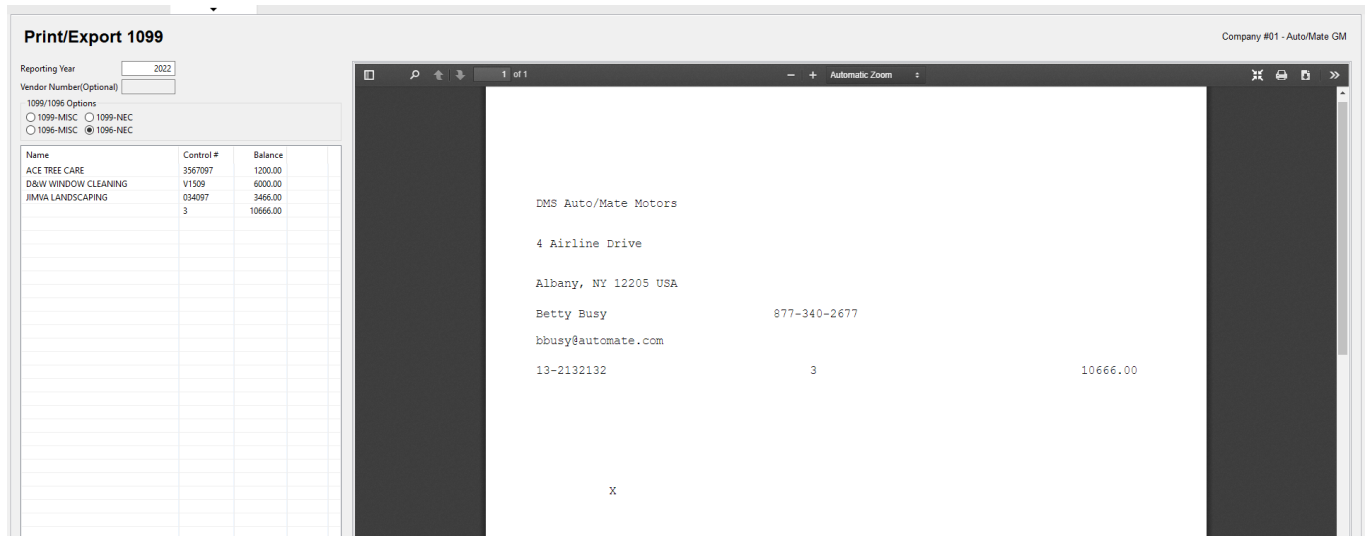
State ID # 2131313333333333

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.)



Print/Export 1099

Reporting Year 2022

Vendor Number(Optional)

1099/1096 Options

☒ 1099-MISC ☐ 1099-NEC ☐ 1096-MISC ☐ 1096-NEC

Name	Control #	Balance
ACE TREE CARE	3567097	1200.00
D&W WINDOW CLEANING	V1509	6000.00
JIMVA LANDSCAPING	034097	3466.00
	3	10666.00

DMS Auto/Mate Motors

4 Airline Drive

Albany, NY 12205 USA

Betty Busy 877-340-2677

bbusy@automate.com

13-2132132 3 10666.00

X

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