

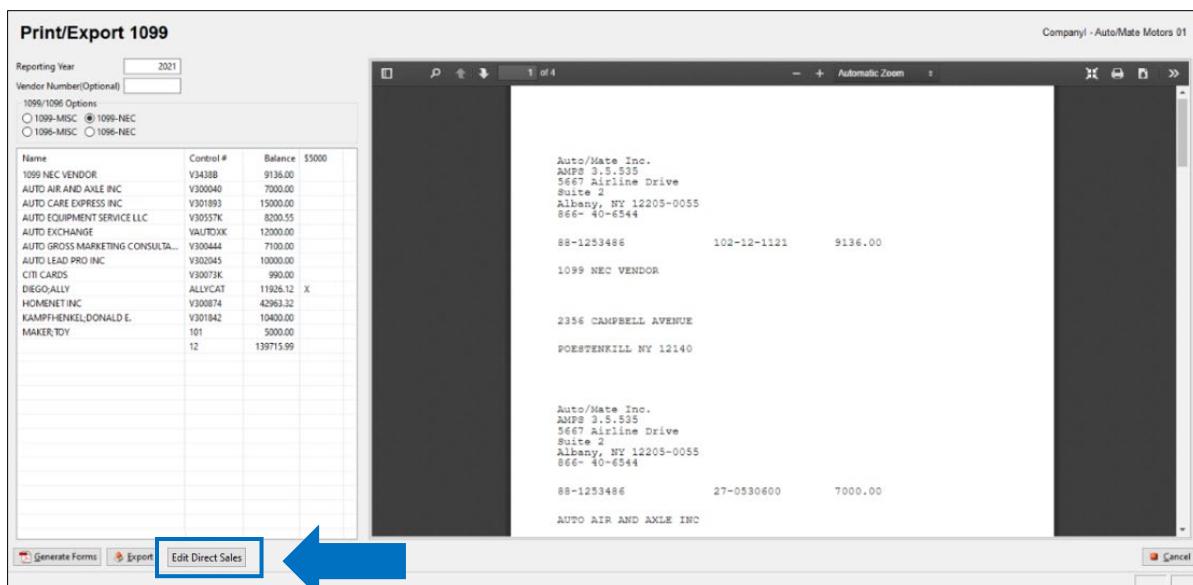
## Accounts Payable Program 8: Print/Export 1099

Accounts Payable **Program 8: Print/Export 1099** offers the ability to **View** and **Print 1099s** for payables that have been set up in the **Vendor Master File**. **1096s** may also be viewed and printed from here. It also features an **Export** option to upload or export to a **Third-Party software** for **reporting** purposes.

### View/Print 1099s and 1096s

1. From *Accounts Payable*, access **Program 8: Print/Export 1099**.
2. Enter the **Reporting Year** or enter the **Vendor Number** for a specific vendor. **Note:** Be sure to complete the Tax ID/SSN before generating forms.
3. **Box 2-NEC/Box 7-MISC – Direct Sales of \$ 5000.00 or more**

In Print/Export 1099 option, when form 1099-NEC or 1099-MISC is selected for calendar year to be processed, a button will be displayed. This button will be used to specify which of the vendors need the box 2 checked for NEC forms and box 7 checked for MISC forms (X will be



The screenshot shows the 'Print/Export 1099' interface. On the left, a table lists vendors with their names, control numbers, and balances. On the right, a preview window shows a printed form with vendor details and a signature line. A blue arrow points to the 'Edit Direct Sales' button at the bottom left of the interface.

printed on the form).

As illustrated below, the vendors who have been paid \$ 5000.00 or more will be displayed. Here you can check the box and click  (or you can use hot key, **ctrl S**).

When the forms are printed, the box will be checked.

Name	Control	Balance	Direct Sales Over 5000
AUTO EXCHANGE	VAUTOXK	12000.00	<input checked="" type="checkbox"/>
1099 NEC VENDOR	V3438B	9136.00	<input type="checkbox"/>
KAMPFHENKEL;DONALD E.	V301842	10400.00	<input type="checkbox"/>
HOMENET INC	V300874	42963.32	<input type="checkbox"/>
DIEGO;ALLY	ALLYCAT	11926.12	<input checked="" type="checkbox"/>
AUTO LEAD PRO INC	V302045	10000.00	<input type="checkbox"/>
AUTO GROSS MARKETING CONSULTANTS	V300444	7100.00	<input type="checkbox"/>
AUTO CARE EXPRESS INC	V301893	15000.00	<input type="checkbox"/>
MAKER;TOY	101	5000.00	<input type="checkbox"/>
AUTO AIR AND AXLE INC	V300040	7000.00	<input type="checkbox"/>
AUTO EQUIPMENT SERVICE LLC	V30557K	8200.55	<input type="checkbox"/>

 Save  Cancel

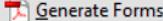
### Important

**It is the dealer's responsibility to make the designation for all of the vendors this applies to.**

**For questions on this - it is suggested to research at Instructions for Forms 1099-MISC and 1099-NEC or contact your CPA for questions.**

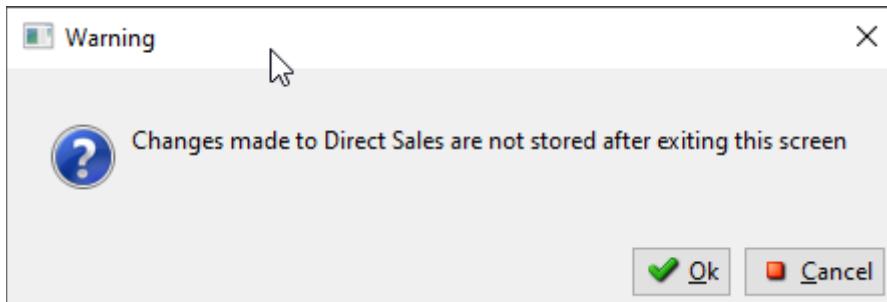
Once the vendors are checked a new column is added to show which vendor is set for the box to be printed.

**Print/Export 1099**

Reporting Year	2021																																																								
Vendor Number(Optional)																																																									
1099/1096 Options																																																									
<input type="radio"/> 1099-MISC <input checked="" type="radio"/> 1099-NEC <input type="radio"/> 1096-MISC <input type="radio"/> 1096-NEC																																																									
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**Another important note**

Using the  Cancel button from the 1099 option, will cause this message to open. **If you select OK the Information will not be stored.**



4. Once you have updated the direct sales information you are now ready to print your 1099s. 1099s can be printed using the Print/Save options for PDF
5. Click Generate Forms and then print on the proper IRS forms (we recommend printing on plain paper 1st to verify printer settings and verify details).
  - **Form 1099-NEC prints 3 vendors per page.**
  - **Form 1099-MISC prints 2 vendors per page.**  
(Form 1096 remains unchanged)