

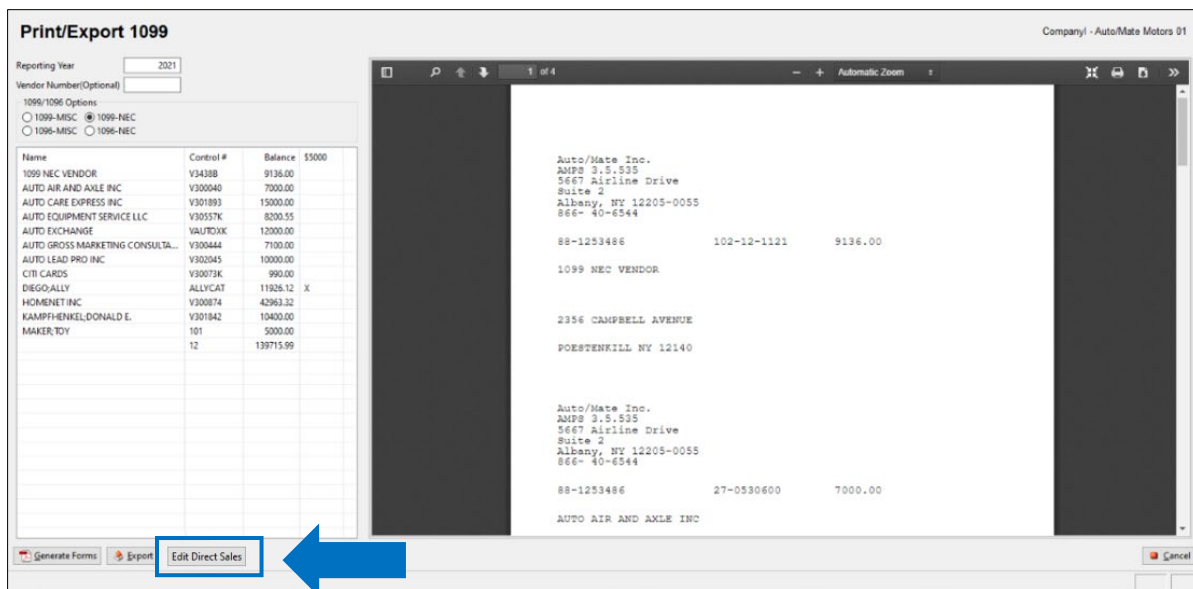
Accounts Payable Program 8: Print/Export 1099

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



Print/Export 1099

Reporting Year: 2021

Vendor Number(Optional):

1099/1096 Options:

☐ 1099-MISC ☒ 1099-NEC


☐ 1096-MISC ☐ 1096-NEC

Name	Control #	Balance	\$5000
1099 NEC VENDOR	V34388	9136.00	
AUTO AIR AND AXLE INC	V30040	7000.00	
AUTO CARE EXPRESS INC	V301893	15000.00	
AUTO EQUIPMENT SERVICE LLC	V30557K	8200.55	
AUTO EXCHANGE	VALU7DXX	12000.00	
AUTO GROSS MARKETING CONSULTA...	V300444	7100.00	
AUTO LEAD PRO INC	V302045	10000.00	
CITI CARDS	V30073K	990.00	
DIEGOALLY	ALLYCAT	11926.12	X
HOMENET INC	V300874	42963.32	
KAMPFHENKEL DONALD E.	V301842	10400.00	
MAKER, TOY	101	5000.00	
	12	139715.99	

Buttons: Generate Forms, Export, **Edit Direct Sales**, Cancel

Preview of 1099 form for Auto/Mate Inc. showing address and tax ID.

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  **Save** (or you can use hot key, ctrl s).

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

1099-NEC Add Direct Sales

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:

Vendor Number(Optional):

1099/1096 Options


☐ 1099-MISC ☒ 1099-NEC

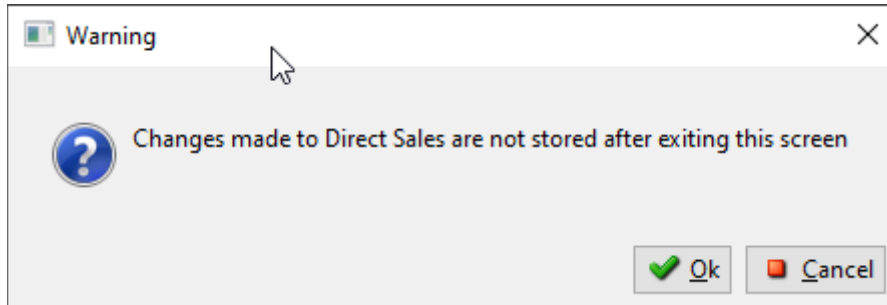
☐ 1096-MISC ☐ 1096-NEC

Name	Control #	Balance	5000.00
1099 NEC VENDOR	V3438B	9136.00	
AUTO AIR AND AXLE INC	V300040	7000.00	
AUTO CARE EXPRESS INC	V301893	15000.00	
AUTO EQUIPMENT SERVICE LLC	V30557K	8200.55	
AUTO EXCHANGE	VAUTOXK	12000.00	X
AUTO GROSS MARKETING CONSULTA...	V300444	7100.00	
AUTO LEAD PRO INC	V302045	10000.00	
CITI CARDS	V30073K	990.00	
DIEGO;ALLY	ALLYCAT	11926.12	X
HOMENET INC	V300874	42963.32	
KAMPFHENKEL;DONALD E.	V301842	10400.00	
MAKER;TOY	101	5000.00	
	12	139715.99	

Generate Forms Export Edit Direct Sales

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)