Suggested Accounts Payable Year End Guidelines
Accounts Payable Module

Vendor Tax IDs:

- Make sure to update all TAX IDs and form types as needed.

1099 Vendor Report:

- Run 1099 Vendor Report & verify totals in Program 4:Vendor Master File.

  - Select More >> Vendor Report to generate the report or export it to Excel. The report will also allow you to verify totals and type. **ACCOUNTS PAYABLE VENDOR REPORT**

- Add Manual Payment if needed

  - ADD PAYMENT REFERENCE GUIDE V2

1099/1096 Forms:

- 1099-MISC/1099 NEC forms & 1096 form is printed via the Accounts Payable module Program 8: Print/Export 1099.

  - IMPORTANT! Make sure to choose "Actual Size" in the Print Dialog Box and that "Choose Paper Source by PDF Page Size" is selected.

  - ADD PAYMENT REFERENCE GUIDE V2
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- 1099 MISC and 1099-NEC Vendor Types

  - The vendor report can be used to show your 1099-MISC and 1099-NEC vendors with what type they're setup as.

  - To see how many of each form you will need after verifying these reports you can go to program 8 and run the 1099 for each type and it will give you the total at the bottom.

Export 1099:

- If you export 1099/1096 files to Accountability use Program 8 to create the export file.

  - Creating the 1099 Export File