

1099 Helpful Hints:

- Review the document [AP3000-ABC](#) for information on printing 1099s with a laser printer.
- Refer to page 129 of the A/P manual for additional information on 1099 printing.
- Review the [1099 Printer Matrix](#) to get the correct settings for your printer.
- MAS90 only supports 1099-Misc, 1099-Div, and 1099-Int.
- MAS90 does not support the 1096 Summary and Transmittal of U.S Information Returns.
- MAS90 does not support the 945 Annual Return of Withheld Federal Income Tax.

Steps to Clear the current 1099 information:

1. Backup the Accounts Payable data using a reliable backup system
 2. From the Reports menu, select 1099 Form Printing
 - Print 1099s for all Vendor Types
 - Print all 1099 Form Types
 3. Answer “Yes” at the “Do you want to Clear all 1099 Payments?” dialog
- Note:** If you want an extra copy for your records, perform step 2 again, this time using plain paper.

What happens when you “Clear all 1099 Payments”:

- The “Next Year” 1099 payment information replaces the “Year to Date” 1099 payment information
- The **1099 Calendar Year** field in A/P options changes to the next year.

Note: Do not clear your 1099 payments until you are sure that this information is correct.

1099 FAQs

1. Do I have to print my 1099s before I close AP?

You can retain 2 years worth of 1099 information; therefore, you do not have to print 1099s before performing Year End processing in A/P. The field “1099 Calendar Year” in the A/P options allows you to specify a separate 1099 calendar year. As a result, if your 1099 Calendar Year in AP options shows a past year, then “Clear” the 1099 information for the past year prior to posting your current year payments.

Steps to Clear the current 1099 information:

1. From the Reports menu, select 1099 Form Printing
2. Print 1099s for all Vendor Types
3. Print all 1099 Form Types
4. Answer “Yes” to “Do you want to Clear all 1099 Payments?”

2. My 1099s print with last year’s 1099 information.

If your A/P options show the 1099 Calendar Year as last year, then “Clear” your last year 1099 information.

- First print the 1099s for the past year.
- Confirm the information is correct.
- Clear past year payment information.
 - ♦ From the Reports menu, select 1099 Form Printing
 - Print 1099s for all Vendor Types
 - Print all 1099 Form Types
 - ♦ Answer “Yes” to “Do you want to Clear all 1099 Payments?”

What happens when you “Clear all 1099 Payments”:

- The “Next Year” 1099 payment information replaces the “Year to Date” 1099 payment information
- The **1099 Calendar Year** field in A/P options changes to the next year.

Note: Do not purge until you are sure that this information is correct.

- You can now print your current year 1099s.

3. Can I change the AP options field “1099 Calendar Year” manually?

Do not change the “1099 Calendar Year” field manually, doing so may result in 1099 payments being posted to an incorrect year.

If you have started out with the incorrect 1099 calendar year in the AP options; then you must first determine which is correct, the “Year-to-Date” column or the “Next Year” column, found on the 1099 Payment history screen in Vendor Maintenance.

If the “Year-to-date” column is the correct current year information, you may then change the “1099 Calendar Year” field in AP Options to the current year.

If the “Next Year” column is the correct current year information:

- First print the 1099s for prior year
- Confirm the information is correct.
- Clear prior year payment information.
 - ♦ From the Reports menu, select 1099 Form Printing
 - Print 1099s for all Vendor Types
 - Print all 1099 Form Types
 - ♦ Answer “Yes” to “Do you want to Clear all 1099 Payments?”
- You can now print your current year 1099s.

What happens when you “Clear all 1099 Payments”:

- The “Next Year” 1099 payment information replaces the “Year to Date” 1099 payment information
- The **1099 Calendar Year** field in A/P options changes to the next year.

Note: Do not purge until you are sure that this information is correct.

4. My Year-to-date and Next Year totals are incorrect on the 1099 Payment History screen.

Confirm the “1099 Calendar Year” field in AP Options shows the current year.

The next step requires manual calculation of the current year’s and next years 1099 payments.

If the “**Track Detailed Invoice/Payment History**” field in AP Options is selected and the “**Number of Months to Retain Check History**” field is 12 or greater:

- ♦ Print the **Payment History Report**:
 - Select “Vendor Number” in the **Sort By** field
 - Select the **Print Only 1099 Vendors** checkbox
 - Enter the first day of the 1099 year in the **Check Date Starting** field
 - Enter the last day of the 1099 year in the **Check Date Ending** field
- ♦ Enter the total for each vendor in the **Year-to-Date** column on the **1099 Payment History** screen.
- ♦ Print the **Payment History Report** a second time; change the **Check Date Starting** field to reflect the first day of the next 1099 year and the **Check Date Ending** field to reflect the last day of the next 1099 year.
- ♦ Enter the total for each vendor into the **Next Year** column on the 1099 Payment History screen.

If the “**Track Detailed Invoice/Payment History**” field in AP Options is not selected or **Invoice/Payment History** has been purged, you can still print the 1099 information if the “**Number of days to retain Paid Invoices**” field in AP Options exceeds one year:

- ♦ Print the **Trial Balance Report**:
 - In the **Print Trial Balance As Of** field enter the last day of the current 1099 year.
 - Select the **Print 1099 Information** checkbox
 - Select Paid from the **Invoices to Print** drop box

5. Why do I have to upgrade to version 3.61 or higher for 1099 Reporting?

1099-DIV and 1099-MISC forms have been modified to adhere to the latest forms as published by the IRS.

6. How do I modify my form layout to print 1099 information for Box 15 on the 1099-MISC form?

In the Vendor 1099 Payment History form find a **Box** that is not used by any of your vendors and manually enter the amount in the unused box on the screen. You can then modify the 1099-MISC form layout to print that unused box number information in the appropriate 1099-MISC form Box 15.

7. How do I modify my form layout to print 1099 information for Box 18 on the 1099-MISC form?

In the Vendor 1099 Payment History form find a **Box** that is not used by any of your vendors and manually enter the amount in the unused box on the screen. You can then modify the 1099-MISC form layout to print that unused box number information in the appropriate 1099-MISC form Box 18.

8. How do I modify my form layout to print 1099 information for Box 2c on the 1099-DIV form?

In the Vendor 1099 Payment History form find a **Box** that is not used by any of your vendors and manually enter the amount in the unused box on the screen. You can then modify the 1099-DIV form layout to print that unused box number information in the appropriate 1099-DIV form Box 2c.

Note: If you do require Box 2c, you will need to manually change the printed amount on the form for Box 2a since it is the combined total of boxes 2b, 2c, 2d, and 2e.

9. How can I change incorrect amounts that were printed on my 1099 forms?

These amounts can be changed through vendor maintenance.

- From the Vendor Maintenance screen for the vendor with the incorrect amounts, select the **Additional** tab
- Click the **1099 History** button
- Manually enter the correct amounts in the boxes with the incorrect amounts

10. When does the 1099 payment file get updated?

The vendor 1099 payment file is updated at the time you update the Check Register or the Manual Check Register.

11. I updated my Check Register for a 1099 vendor but the vendor's 1099 total was not updated.

For a payment amount to be updated to the vendor's 1099 total, the vendor must have been selected as a 1099 vendor at the time the invoice was entered/updated.

The payment amount can be manually added to the vendor's 1099 total, by clicking the **1099 History** button on the **Additional** tab in Vendor Maintenance.