

1099 End of Year Instructions

Click on Customer/Vendor Ribbon Icon at the top of the screen
Select Vendor(s) that need a 1099 generated
Use the drop arrow to select the appropriate 1099 form needed (middle-right side)
Choose which box on the 1099 form you want the amount to be placed

To generate 1099's: located on top tool bar under **Other Reports Ribbon Menu Option.**

When you generate the current year - 1099 forms this will generate all types.

On the top of the screen you will select which type of 1099, this will preview the type selected.

To Print 1099s: When you need to print the 1099's.

Select print at the bottom of the screen

Choose which form you will be printing (top of the screen)

As always, the software will print the copy you can send to the vendor. No need to purchase forms if you are filing electronically. However, if you are filing by mail you must at least purchase the filing copy.