



# Banyon Data Systems, Inc

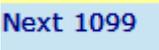
350 West Burnsville Parkway  
Burnsville, MN 55337  
952.882.7730 / 800.229.1130 / FAX 952.882.7734

## Generating and Printing 1099's with Banyon Data Fund Accounting

The following document will assist with creating and printing 1099 Miscellaneous Income for vendors at year end. In order for 1099's to print properly, each vendor that needs a 1099 must have the 1099 box checked in Vendor screen and the appropriate box of SSN # or Fed ID # filled in.

1099's can be generated any time after the last payment is made for the year. The actual printing of the 1099's can be done at a later date. The 1099's can also be regenerated if needed.

Steps to Create 1099's:

1. From the top account ribbon select main view, then 1099. The 1099 screen can also be accessed by right clicking from the Fund Desktop, select special reports, then 1099.
2. Select the correct year in the drop down to generate 1099's for.
3. Click on setup on the top left and enter or verify the following:
  - Federal and State ID numbers for your entity
  - Contact person, email, and phone numbers
  - Where it says **"Create 1099's where total is =>"** Enter a dollar amount. This will only generate 1099's for totals equal to or greater than the amount entered.
4. Click on Generate 1099's button to start creating 1099's 
  - The system will ask which box to put the amounts in Box 3 or Box 7. Box 3 is other income and box 7 is non-employee compensation.
5. Once the 1099's have been generated, check all fields for each vendor to make sure they are correct and edit if necessary. Use the "Next 1099" button 
  - If a 1099 is not needed, simply choose the delete button while that record is displayed. The  is located on the top right of the 1099 screen
  - If a 1099 is needed for a vendor, add it manually by choosing the add button to create



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6. To begin printing 1099's follow these steps:

- Select print 1099's from the left menu
- Select the printer or screen in the drop down
- Select the type of form either pre-printed stock or plain paper (software prints the form)
- Click to Print/Preview
- After printing 1099, select the radio button to print the 1096

7. 1099 to Disk/File allows a file to be created and uploaded electronically. Follow these step:

- An Authorization Pin **and** Transmitter Control must be obtained by calling 866-455-7438
- Enter Payer name
- Select validate to check for errors.
- Click the  to browse for a send to directory. For example, click the browse icon and select "this pc", then "c", and "BDSWIN" Folder. Choose select and this would put C:\bdwsin\ as the directory where the file will be saved to.
- Click to Generate 1099 file