

Accounts Payable

1099s

<http://www.multiviewinc.com/cyama-ap-1099s>

PURPOSE

CYMA's AP Module allows you to print 1099s each year for vendors. Typically you'll print on preprinted 2-Up 1099 forms purchased at a local office supply. The IRS provides free forms, but they don't run through printers well.

1099s

1099s can be run over and over for any and all vendors. They can be processed from either an open or a closed year. Vendors must be checks to receive a 1099 in the MAINTAIN VENDORS screen before any 1099 will print.

In the AP Module go to PROCESS/CALCULATE & PRINT 1099s. Select the year you want to print for. In the lower left confirm you are pointing to the right printer. In the lower right in the field marked 1099 Form, use the drop down to select the right form. Usually that will be 1099 Misc Laser.

Click CALCULATE. You can preview your forms using the Preview 1099 Forms Button, but at this point it's wise to click Print Proof and compare with your check register. CYMA calculates 1099s values from Invoices, but you don't necessarily pay every invoice in the same year that it's entered.

1099 ID	Description	Starting Balance
1099-15b - 409a Income[Code E]	Misc Box 15b - 409a Income [Code E]	\$0.00
1099-16a - State Tax Withheld[Line 1]	Misc Box 16a - State Tax Withheld [Line 1]	\$0.00
1099-16b - State Tax Withheld[Line 2]	Misc Box 16b - State Tax Withheld [Line 2]	\$0.00
1099-18a - State Income[Line 1]	Misc Box 18a - State Income [Line 1]	\$0.00
1099-18b - State Income[Line 2]	Misc Box 18b - State Income [Line 2]	\$0.00
1099-2 - Royalties	Misc Box 2 - Royalties	\$0.00
1099-3 - Other Income	Misc Box 3 - Other Income	\$0.00
1099-4 - Federal Income Tax Withheld	Misc Box 4 - Federal Income Tax Withheld	\$0.00
1099-5 - Fishing Boat Proceeds	Misc Box 5 - Fishing Boat Proceeds	\$0.00
1099-6 - Health Care Pymts	Misc Box 6 - Medical & Health Care Payments	\$0.00
1099-7 - Nonemployee Comp.	Misc Box 7 - Nonemployee compensation	\$0.00

You have multiple ways to make changes to 1099s values for vendors depending on your circumstances.

1. You can go to MAINTAIN VENDORS and select the 1099 tab. Any "Starting Values" entered here will add to any invoices selected in the 1099s calculation

2. You can go into individual invoices and check the 1099s box

Vendor ID	Vendor	Changes	1099-Misc, Box 1 Amt	1099-Misc, Box 2 Amt	1099-Misc, Box 3 Amt	1099-Misc, Box 4
BAYANU	No	No	\$0.00	\$0.00	\$0.00	\$1.00
COOLPP	No	No	\$0.00	\$0.00	\$0.00	\$1.00
CREALI	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DAVIDS	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DRDELA	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DRKENT	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DRLOWR	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DRPHIL	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DRPHIL	No	No	\$0.00	\$0.00	\$0.00	\$1.00
DRPHIL	No	No	\$0.00	\$0.00	\$0.00	\$1.00

3. Or you can use the Override tab at the top of the 1099 interface. just highlight the cell you want to change, and type in the value you need. Then click SAVE CHANGES. One note about the SAVE Changes button. It doesn't save the changes. It saves them . . . as long as you are moving back and forth between these two tabs. But the moment you hit that close button . . . or this X button, those changes are gone.

When your values are correct, click Print and your 1099s will print. Hit the print button as many times as you need to print all the various pages.