

The vendor purchase amount that prints on the 1099-Misc form (or 1099 list) is computed in one of two ways:

1) The purchase amounts from the detail records from the beginning of the current fiscal year to the end of December is added to the “**Calendar YTD**” amount stored on the vendor screen. This option assumes last fiscal year has been closed out and the total for the first six months of the calendar year is stored on the vendor screen (since detail records for January thru June 2016 have already been removed).

or

2) The purchase amounts from the detail records for the entire calendar year (January thru December 2016) are added together and the “Calendar YTD” amount on the vendor screen is ignored. This option assumes last fiscal year has not been closed out and the detail records are still in the system for January thru June 2016.

The method you use is determined by a question in “**Options-Form 1099**”. To use method #1 make sure the question “**Include Vendor Calendar YTD Amts**” is checked on that screen. To use method #2 make sure the question is unchecked.

**There is a “DBA” (Doing Business As) checkbox on the Vendor screen to indicate if the vendor is a sole proprietor. Checking this box will cause the 1099 program to print the vendor’s individual name (from Addr-1) as the first name on the 1099. DBA will print in front of the vendor name and it will print below the individual’s name. Ex: JOHN SMITH**

**DBA: XYZ ENTERPRISES**

User may print a list of 1099 vendors with the amounts to type on the 1099 forms. This way if you prepare 1099s manually (instead of printing the forms in the computer) you can print the report to get the info needed.

### **1099 List**

If you are going to just print a 1099 list instead of printing the forms (or if you would like to print a list to check before printing the forms) follow these steps: **NOTE: the program only prints vendors who have a “1099 Type” other than “None”.**

a) Open Budget (the mon-yr loaded is not important)

b) Open “**Options**”--“**Form 1099**”. Make sure the following questions are set correctly:

**Include Vendor Calendar YTD Amts:** check this box if fiscal yr 2015-16 has been closed; uncheck if fiscal year 2015-16 is still in Detail Records.

**Include Adjustments/JE:** check this box if you want ‘**Adjustments/JE**’ postings to be included in the vendor 1099 dollar accumulation. If unchecked then only ‘**Checks**’ will be included.

c) Click on “Save”.

d) From the Main Menu open the program “**Vendor**”.

e) Select “Print” and “Report”.

f) Leave the questions as is except change the following values:

Select “**Amounts List**”.

Check the box “**With 1099s Only**”

Calendar Mon-Yr: **Beg: 01-2016**

**End: 12-2016**

Select “**Print Amts**”.

This prints a report of just 1099 vendors with their tax id number and purchases from Jan to Dec 2016. If you also need the addresses of the 1099 vendors run the report again with the “Address List” option selected and “With 1099s Only” box checked.

## Printing 1099-Misc Laser Forms:

***You should be using Budget version 4.46 (6.33 or higher if using the Postgres version). If you don't have that version check to see if you have any unloaded CDs. If not let us know.***

NOTE: the program only processes 1099s for vendors who have a 1099 type other than "None" (ex: Compensation, Rents, Attorney, Medical, Royalties). "Compensation" means the vendor has received non-employee income, "Rents" means that the vendor has received rent income, "Attorney" means the vendor has received attorney fee payments, "Medical" means vendor has received medical or health care payments, and "Royalties" means vendor has received royalty payments. There is a separate amount box on the 1099 for each 1099 type.

The steps to run 1099s and the 1096 transmittal form are as follows: (You can print to paper before printing forms to get the feel of the program if desired).

A) Open "**Options**"--"**Form 1099**". Make sure the following questions are set correctly:

- Report Year: 2016
- Cut-off Amount 600.00
- Federal ID#: your federal id number (**program will insert dash if you don't enter it**)
- State-Id#: your state id number (**you must enter any dashes**)
- Name: name of your city to print on 1099
- Addr: address of your city to print on 1099
- City/State/Zip: your city, state, zip as separate fields to print on 1099
- Phone#: phone number of your city
- Contact Name: if printing the 1096 transmittal form enter your city's contact name to print on form.
- Contact Phone: if printing the 1096 transmittal form enter your city's phone no. to print on form.
- Contact Email: if printing the 1096 transmittal form enter your city's email address to print on form.

**1099 Margins: If you have never printed 1099s before the below are recommended initial settings.** If you have printed 1099s before the settings already on the screen may be ok unless you are using a different printer than last year in which case you may have to adjust the settings.

- Left Margin: .50
- Top Form 1: .12
- Top Form 2: 5.60

**1096 Margins: If you have never printed 1096 forms before the below are recommended initial settings.**

- Left Margin: .13
- Top Form 1: 1.10 (**Note: the boxes on the 2016 1096 form were moved up slightly so if you have printed 1096 forms before you should probably lessen the top margin by about .03 (ex: change 1.13 to 1.10)**)

Include Vendor Calendar YTD Amts: check this box if fiscal yr 2015-16 has been closed; uncheck if Jan - Dec 2016 entries are still in Detail Records.

Include Adjustments/JE: check this box if you want '**Adjustments/JE**' postings to be included in the vendor 1099 dollar accumulation. If unchecked then only '**Checks**' will be included.

File Path/Name: normally "m1099.dat" but does not matter unless user is sending 1099s electronically.

### **File My Own Electronic 1099s**

Skip these questions since you will not be filing 1099s electronically.

**Click on "Save" to save questions.**

B) Select **“Reports”–“Vendor 1099s”** and make sure the questions are answered as follows:

Options: Select **“1099 Forms Alignment”** (this allows user to do a form alignment test)

Printer: Make sure the printer desired displays

Font: Normally Arial (but Arial Narrow may be used)

Size: 9 or 10 if using Arial, 11 or 12 if using Arial Narrow

Orientation: **Must be Portrait**

Insert pink copy of 1099s (Copy A) into printer making sure the form is inserted correctly.

**Click on “Align Forms”.**

The program will print a single alignment form with values in the “Void” box, in the name/address, id, and some amount boxes. Pay attention to where the everything prints and also check your city name/address, and id#s for accuracy. Normally if you get an “X” in the middle of the “Void” box everything else will be aligned. If the top or left margins need to be changed exit the program and go back to step “A” above and change the top or left margins. Increasing the left margin will cause the print to move to the right and decreasing it will cause it to move left. Increasing the top margins will cause the program to print further down the page and decreasing it will cause the print to move up the page. **Note: there is a top margin setting for each form on the page so changing one does not affect the other.** After changing go back to step “B” above and do another alignment test.

Once the alignment is ok change the option to **“Print 1099 Forms”**. Make sure the following is correct:

**Report Year:** 2016

**Include Vendor Calendar YTD Amt:** this should be checked or unchecked based on prior discussion.

**Beg/End Vendor:** normally this is left as the default of 000000 and ZZZZZZ

**Beg/End Mon-Yr:** If including vendor YTD calendar amts the dates will be 07-2016 and 12-2016. If not including vendor YTD calendar amts the program will display as 01-2016 and 12-2016 but user may change if needed.

**Cut-off Amount:** normally 600.00

Click on **“Print 1099s”**. The forms should then begin to print. 1099 totals will print on the last 1099 page. You will print three copies in all (copies A, B, and C)

C) To print the **1096 transmittal form** change the print option to **“Print 1096 Form”**.

Insert blank sheet of paper (or use an actual 1096 form if you have extra) and click on **“Print 1096”**. If using blank paper hold paper over a 1096 form to check for alignment. If the alignment is off (an “X” should print in the 1099-Misc box 95) you should go back to step “A” and change the 1096 margins. Once alignment is ok insert the 1096 Transmittal form and click on **“Print 1096 Form”** and **“Print 1096”**.