

Using the 1099 report files

The following two files are used to print 1099 forms:

1099 detail.rpt – lists all vouchers paid within the year selected, grouped by vendor.

1099 form.rpt – prints data from “1099 detail.rpt” onto a blank 1099 form available from most business stationary stores.

The files are to be saved into the user’s working directory and run within Crystal Reports.

Prompts are used for the Year (GL Year) - when entering new Parameters, the user will INPUT the year for the report.

The 1099 Form report also prompts for the Company ID with 00 as default.

The 1099 only pulls vendors with the following criteria:

- Vendor Master / AP tab: 1099 type = M (Misc.)
- Vendor Type = 9 (1099 regular vendor).

Also any voucher can be excluded by placing a capitol X in the 16 character Reference field in the AP Voucher Editor (i.e.. APFVO.reference).

Examples for the reference field: 123456789012345X, _____X, or
GLCORRECTIONTRNX.