

# **Chapter 5 Trade Payables**

When you click **Trade Payables** on the Dealership Accounting main menu, you advance to the Trade Vendor Payables menu. Use this menu to enter or edit vendor information and to print vendor statements. The options on this menu are similar to the options on the Trade Customer Receivables menu. Click the button that corresponds to the menu option you want to select, and the corresponding screen opens. Click **Exit** to return to the Dealership Accounting main menu.

Trade Payable Schedule (Marks Motors)	
Print Payables Schedule	Trade Vendor Payables
FaStatement	
History	
Vendor Information	₽.
Lists & Labels	Click To Chat
View Schedule	
1099 Information	
Exit	

# **Vendor Information**

Use this button to open the Vendor Information screen. On this screen, you will enter or edit vendor information. Vendor information should have been entered during the Accounting inception. Once a vendor file exists, you can edit it as needed and use this screen to print an envelope for the vendor. You will also use this screen to delete vendor files from the Accounts Payable (AP) schedule. Vendor information should be entered only for accounts associated with the accounts payables account.

Do not add memo accounts into the system as vendors. Memo accounts are accounts you pay regularly but are not associated with a payable account. You add memo accounts through the Disbursements in the Journal entries. The memo accounts you create through Disbursements are stored in a separate file available to you when you write checks. The balance for checks written to memo accounts posts to the account you specify when creating the account in the system, not to the accounts payable account. See Chapter 2 for information about creating memo accounts.

Vendor Information (Marks Motors)	
Vendor No.: BAKE86 Name: BAKER BODY SHOP JAMES BAKER Address: 123 MAIN ST City: WEST MIDDLESEX PA 16159 Memo: Phone: 724 555 0000 FAX: 724 555 1111 eMail:	Temporary/Permanent (T/P): P Balance/Detail Forward (B/D): D Purchase G/L Account: Account Number With Vendor: Terms(MD): D Day: 00 TermsDiscount: 0 % Send 1099 (YN): N Manual YTD 1099 Payments: 00 Taxpayer ID Number (TIN): 460558215
Purchases   This Month: .00   This Year: 2388.00   Last Year: .00   Last Purchase: 03/06/2015   Last Payment: 03/09/2015   October: See Memo Data For This Vendor	Account Balance: .00 Current: .00 30 Days: .00 60 Days: .00 90 Days: .00 120 Days: .00
Exit < Search > Memo Data Envelope	Delete Clear Save

#### Adding a New Vendor

- 1. From the Trade Vendor Payables menu, click Vendor Information.
- 2. Assign the vendor a vendor number/control number. Autosoft recommends employing a system using the first four letters of the vendor's last name or prominent business name and the first two numbers of the address. If there are no numbers in the address, assign a number from 01 to 99. The numbers on the end serve only to create unique controls in the system.
- 3. Type the vendor's **Name**, **Address**, telephone (**Phone**) number, **Fax** number, and **eMail** address. Use the **Memo** field to record additional information about the vendor as needed.
- 4. In **Temporary/Permanent**, type the letter that corresponds to the account type. Type **T** for temporary or **P** for permanent. A temporary account is automatically deleted one month after the balance reaches zero. A permanent account is automatically deleted at the end of the year if it has a zero balance.

- 5. Use the **Balance/Detail Forward** field to indicate the type of account. Type **B** for balance forward or **D** for detail forward.
- 6. In **Purchase G/L Account**, type the general ledger account used to post the vendor's purchases.
- 7. In **Account Number With Vendor**, type the dealership's account number with the vendor. This is the account the vendor uses for your dealership in its books. The account number in this field automatically pulls to the **Memo** field when writing checks so your account number prints and the vendor can credit the correct account in its books.
- 8. Use the **Terms (M/D)** field to indicate the type of term the vendor uses. Type **M** for monthly or **D** for daily. If the **Terms** field contains a **D**, type the day the terms uses in the **Day** field.
- 9. In **Terms . . . Discount**, type the discount percentage if applicable.
- 10. Use the Send 1099 field to indicate if the vendor receives a 1099. Type Y for yes or N for no. This field does two things. First, the vendor will pull to the 1099 list. Second, payment tracking will be turned on for this vendor. This allows payments posted to this vendor's account to be pulled to the 1099 data when you prepare your 1099 forms.
- 11. Use the **Manual YTD 1099 Payments** field to manually enter in payments to 1099 vendors. The system will *add* this amount to any payments that have been posted through the accounts payable.
- 12. Type the vendor's taxpayer ID number.
- 13. The system automatically tracks the customer's purchase history and displays the information in the fields under **Purchases**.
- 14. The customer's account balance appears in the **Account Balance** field. The system automatically adjusts the balance and breaks the balance in to the appropriate aging categories as you post to the vendor's account.
- 15. You can click **Memo Data** and add notes you want to keep with the customer's file. The text window that opens is a free-form text box. It holds up to 500 characters. Click **Save** to save the information. When viewing memo data, click **Close** to close the memo.
- 16. Click Save to save the information.

#### Editing an Existing Vendor's Information

- 1. From the Trade Payables menu, click Vendor Information.
- 2. Type the vendor number. You can also search for a vendor by clicking Search to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter from the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
- 3. The vendor's information populates the screen. Edit the information as needed.
- 4. Click **Save** to save the changes.

### Printing a Vendor's Address

You can print the selected vendor's address on an envelope by clicking the **Envelope** button on the Vendor Information screen. When prompted to verify your printer is ready, select **To Printer** to print the envelope or **To Screen** to preview the envelope on your screen. Once you select the print criteria, click **Print**.

#### **Deleting a Vendor**

- 1. From the Trade Payables men, click **Vendor Information**.
- 2. Type the vendor number. You can also search for a vendor by clicking **Search** to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter from the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
- 3. Click the **Delete** button.
- 4. Click **OK** when prompted to verify you want to delete the record.

# **Print Payables Schedule**

This button opens the Print Payables Schedule menu to print the Accounts Payable schedule. The menu contains options that allow you to select how you want the schedule to print. You have the option of viewing the information on your screen or printing it to your printer. If there are post-ahead entries, you have the option to select if you want the printout to include the entries. If you choose to print the schedule with the post-ahead entries, the aging will reflect the post-aheads. By default, the information reflects the current month. Use the month tabs to select another month as needed.

Click the print option you want to select, and the appropriate prompt appears. When you are finished, click **Exit** to return to the Trade Vendor Payables menu.

Print Payable Schedules (Marks Motors)	
Print A/P Schedule	Cur Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Print A/P Open Invoice Only	Print Payable Schedules
Print Short List	<b>9</b> .
Print Aging Summary Only	Click To Chat
Print List Of Items With Due Date	
Exit	

## Print A/P Schedule

Use this button to print the schedule at the end of each month (prior to the month-end update). For each account, the printout lists the control number/account number and vendor's name. For each posting in the account, the printout lists the document number, journal number, posting date, description, credit amount posted, debit amount posted, and account balance. The printout also provides an aging summary for each account. The end of the printout provides an aging summary for the schedule. It lists the total credit and debit balances, the total schedule balance, the balance of the general ledger account, and the aging breakdown for the credit balance.

- 1. On the Print Payable Schedules menu, click **Print A/P Schedule**.
- When prompted to verify your printer is ready, select your print criteria. Click Print Without Post Aheads to exclude any post-aheads from the report. Click Print Including Post Aheads to include the post-aheads in the report.

## Print A/P Open Invoice Only

Use this button to print a report listing only open Accounts Payable invoices and their details. The report is broken down by Accounts Payable vendors. Each vendor's control number/account number and name is listed, along with the account balance. Below each vendor's name and account balance, the printout lists the document number, journal number, posting data, description, credit amount posted, debit amount posted, and account balance. The printout also provides an aging summary for each account. The end of the report totals all open invoice credit and debit balances, as well as the Accounts Payable schedule balance and a breakdown of aging credit balances.

- 1. Click **Print A/P Open Invoice Only**.
- When prompted to verify your printer is ready, select your print criteria. Click Print Without Post Aheads to exclude any post-aheads from the report. Click Print Including Post Aheads to include the post-aheads in the report.

## **Print Short List**

Use this button to print a short list version of the schedule. The printout lists the vendor's control/account number, name, and balance. The printout breaks the vendor's balance into four aging categories: current, over 30 days, over 60 days, and over 90 days old. The next section lists all the accounts with a debit balance. The end of the report prints the same aging summary that prints on the AP schedule printout you print at the end of the month.

- 1. Click **Print Short List** from the Print Payable Schedules menu.
- When prompted to verify your printer is ready, select your print criteria. Click Print Without Post Aheads to exclude any post-aheads from the report. Click Print Including Post Aheads to include the post-aheads in the report.

## **Print Aging Summary Only**

Use this button to print an aging summary for the schedule. The printout lists the total credit and debit balances, AP schedule balance, and AP general ledger account balance. The end of the report breaks down the credit balance in to aging categories: current, 30 days, 60 days, 90 days, and 120 days.

- 1. From the Print Payable Schedules menu, click Print Aging Summary Only.
- When prompted to verify your printer is ready, select your print criteria. Click Print Without Post Aheads to exclude any post-aheads from the report. Click Print Including Post Aheads to include the post-aheads in the report.

## Print List Of Items With Due Date

Use this button to print a list of items with a due date you specify. The printout lists the account number, document number, posting date, description entered for the posting, charge, due date, and account balance. The end of the printout lists the total value of the charges listed.

- 1. From the Print Payable Schedules menu, click **Print List Of Items With Due Date**.
- 2. Click to select the **Include Subtotals** box if you want the invoices for each vendor subtotaled on the list. Otherwise, leave the box unchecked.
- 3. Type the due date you wish to use as the cutoff date for the list in the **Due Date Thru** field.
- 4. When prompted to verify your printer is ready, select your print criteria. Click Print Without Post Aheads to exclude any post-aheads from the report. Click Print Including Post Aheads to include the post-aheads in the report.

## FaStatement

The FaStatement allows you to view complete vendor payable information and to print vendor statements. The screen displays the information for the current month, but you can select to view information for any month within the past year. This screen is for viewing only. You cannot enter any data on this screen.

Doc.   Date   Jn   Desc.   Debit   Credit   Balance   P/A     428687   03/13/16   75   Inv428687   (014944)   205.88   205.88   .00   .00     479679   03/13/16   75   Inv479679   (014944)   94.38   94.38   .00   .00     629380   04/10/16   75   Inv629380   .00   762.04   762.04   762.04   227451   04/24/16   75   Inv227451   .00   408.90   1170.94   227451   .00   408.90   1170.94   .00	Detail	AM PO Is Set To	BOX	AN TIRE DISTRIBUTOR 889 SVILLE NC 28070 253-3375 FAX:()		Memo	f Total .	April: <u>1170</u> Hay: <u></u> : <u>1170</u>
479679   03/13/16   75   Inv479679   (014944)   94.38   94.38   .00   .00     629380   04/10/16   75   Inv629380   .00   762.04   762.04   762.04	Doc.	Date	Jn	Desc.	Debit	Credit	Balance	P/A
629380 04/10/16 75 Inv629380 .00 762.04 762.04 762.04	428687	03/13/16	75	Inv428687 (014944)	205.88	205.88	.00	.00
	+79679	03/13/16	75	Inv479679 (014944)	94.38	94.38	.00	.00
227451 04/24/16 75 Inv227451 .00 408.90 408.90 1170.94	529380	84/18/16	75	Inv629380	.00	762.04	762.04	762.04
	27451	84/24/16	75	Inv227451	.00	408.90	408.90	1170.94
Exit < Search > Info Print Clear Screen	Cur	Jan	Feb			Iul Aug	Sep Oct	

## Viewing the FaStatement

- 1. From the Trade Vendor Payables menu, click **FaStatement**.
- 2. Type the vendor number in the Vendor No. field. You can search for a vendor by clicking Search to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter in the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
- 3. The FaStatement screen displays the vendor's information and account balances in the fields at the top of the screen. The bottom of the screen displays detailed transaction information.
- 4. Click **Exit** to return to the Trade Vendor Payables menu.

#### Viewing the FaStatement for Another Month

- 1. At the bottom of the A/P FaStatement screen, click the month tab that corresponds to the month you wish to view.
- 2. The information on the screen will reflect the selected month.

#### Viewing Vendor Information

- 1. Click the **Info** button at the bottom of the A/P FaStatement screen to display the Vendor Information screen for the selected vendor. This allows you to view the vendor's complete information without leaving the screen.
- 2. Click Exit on the Vendor Information screen to return to the FaStatement screen.

### **Printing a Statement**

- 1. From the Trade Vendor Payables menu, click **FaStatement**.
- 2. Type the vendor number in the Vendor No. field. You can search for a vendor by clicking Search to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter in the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
- 3. Click **Print** to print a statement.
- 4. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
- 5. If you want to print the statement sorted in document order, click to select **Document Sort** on the bottom of the prompt.
- 6. If there are post-ahead entries, you will have the option to select if you want to include the entries on the printout. Click **Print Without Post Aheads** or **Print Including Post Aheads**.

# History

Use this button to view and print a vendor's payable history. The history is updated during the monthend closing, so the history is always one month behind. Therefore, if you enter a new vendor and post to the vendor's account, you cannot view the vendor's history until you close the current month.

		Payable Hist	ory		
Ven	dor Number: AME	R81 AMERICAN TIRE DISTRIBUTOR	s		
Doc.	Date	Desc	Db.	Cr.	_
INCEP	09/30/2010	Inception Entry (001	194.20	194.20	
988731	10/14/2010	Inv988731 (001203)	227.28	227.28	
1	10/21/2010	Inv1 (001203)	184.08	184.08	
365434	10/28/2010	Inv365434	247.20	247.20	
273512	11/09/2010	Inv273512 (001203)	28.94	28.94	
464258	11/16/2010	Inv464258	159.54	159.54	
527974	11/16/2010	Inv527974	159.54	159.54	
596155	11/16/2010	Inv596155	347.34	347.34	
720368	11/16/2010	Inv720368	310.14	310.14	
821682	11/29/2010	Inv821682	398.80	398.80	
821691	11/29/2010	Inv821691	161.78	161.78	
987799	11/29/2010	Inv987799	336.42	336.42	
022360	11/30/2010	Inv022360	34.98	34.98	
022364	11/30/2010	Inv022364	37.48	37.48	
365430	12/07/2010	Inv365430 (001442)	336.36	336.36	
105439	12/15/2010	Inv105439	371.62	371.62	
197628	12/15/2010	Inv197628	516.62	516.62	
226008	12/15/2010	Inv226008	249.74	249.74	
409006	12/21/2010	Inv409006	207.94	207.94	
257269	01/13/2011	Inv257269 (001763)	234.46	234.46	
083686	01/21/2011	Inv083686	1063.96	1063.96	
109415	01/21/2011	Inv109415	234.46	234.46	
733518	01/21/2011	Inv733518	115.98	115.98	

## Viewing the Payable History

- 1. Click **History** on the Trade Vendor Payables menu.
- 2. Type the vendor number in the Vendor Number field. You can search for a vendor by clicking List to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter in the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
- 3. The Payable History screen displays the account history.
- 4. Click Exit to return to the Trade Vendor Payables menu.

## Viewing Vendor Information

Once you pull a vendor's history to the Payable History screen, you can click **View Acc't** to display the Vendor Information screen for the selected vendor. This allows you to view the vendor's complete information without leaving the screen. Click **Exit** to close Vendor Information screen.

## **Printing the History**

Click **Print** to print the payable history for a selected vendor or range of accounts for a specified date range. The printout will list all the transactions and the totals for the selected vendor(s) for the specified date range.

- 1. While in a vendor's history on the Payable History screen, click **Print**.
- 2. The **From** and **To** fields automatically default to the selected vendor's control number. If you want to print just this account, ensure the vendor's number appears in both fields. If you want to include other accounts, type the beginning and ending accounts. All of the accounts between these accounts will print.
- 3. Type the date ranges you want to include in the **For Dates From** and **To** fields.
- 4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Lists & Labels

This button advances you to the Vendor Payables menu. The Vendor Payables menu allows you to print labels and lists for accounts payable records. Click the button that corresponds to the print option you want to select and follow the prompts that appear on the screen. When you are finished, click **Exit** to return to the Trade Vendor Payables menu.



## **Print Vendor List**

Use this button to print a list of vendors in the AP schedule. For every vendor in the AP schedule, the list prints the vendor's account number, complete mailing address, and phone number.

- 1. From the Vendor Payables menu, click **Print Vendor List**.
- 2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vendor Mailing Labels

Use this button to print mailing labels for all or specified vendors.

- 1. From the Vendor Payables menu, click Vendor Mailing Labels.
- 2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the "Click For List" message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor's name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select and press ENTER.

If you want to print labels for all of the vendors in the schedule, leave this field blank, and press ENTER.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Mailing Labels For Credit Balances

Use this button to print labels for only the vendors who have credit balances on their accounts.

- 1. Click Mailing Labels For Credit Balances Only on the Vendor Payables menu.
- 2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the "Click For List" message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor's name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select. Press ENTER.

If you want to print labels for all of the vendors in the schedule, leave this field blank, and press ENTER.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Mailing Label For One Vendor

Use this button to print a mailing label for a specific vendor.

- 1. Click Mailing Label For One Vendor from the Vendor Payables menu.
- 2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the "Click For List" message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor's name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select.
- 3. Press ENTER.
- 4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Address Envelope For Vendor

Use this button to print a specific vendor's address on an envelope.

- 1. On the Vendor Payables menu, click Address Envelope For Vendor.
- 2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the "Click For List" message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor's name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select and press ENTER.
- 3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

#### 1099 Mailing List/Labels

Use this button to print a mailing list or mailing labels that include all vendors who are due to receive a 1099. The mailing list includes the vendor's account number, name, address, TIN, and phone number. The labels print just the customer's name and mailing address.

- 7. Click 1099 Mailing List/Labels on the Vendor Payables menu.
- 8. A popup will ask if you would like to print the 1099 mailing list or mailing labels. Click **List** or **Labels**, respectively.
- 9. When prompted to verify your printer is ready, select your print criteria and click **Print**.

#### Vendors With Memos

Use this button to print a list of vendors with memos in their records.

- 1. Click Vendors With Memos from the Vendor Payables menu.
- 2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## **Vendors With Yearly Purchases/Payments**

This button allows you to print two reports. You can print a list of vendors from whom you have made yearly purchase, or you can print a list of vendors to whom you have made payments.

For purchases, the list identifies the account number, vendor name, yearly purchase amount, previous year's purchase amount, and the last purchase date.

For payments, the list identifies the account number, vendor name, last payment date, debit amount, credit amount, and 1099 indicator.

- 1. Click Vendors With Yearly Purchases from the Vendor Payables menu.
- 2. When prompted to verify your printer is ready, select your print criteria and click Print.
- 3. The system will prompt you to select to print purchases or payments. Click **Purchases** to print purchases associated with each vendor or **Payments** to print the payments.
- 4. If you select to print payments, you are prompted to specify the year in the **For Vendor** field and press ENTER.

#### **Vendors with Defined Terms**

Use this button to print a list of vendors who have defined billing terms. The list identifies the account number, vendor name, whether the bill is due based on month or day, the days set for the term, and the discount.

- 1. From the Vendor Payables menu, click **Vendors With Defined Terms**.
- 2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## **View Schedule**

Use this button to open the View A/P Schedule screen to view the account balances, general ledger balance, and schedule balance. This screen is for viewing purposes only. You cannot enter any data on this screen.

Accour	nt 300 Accounts Payable, Trad Schedule Bal. (O	e i i	A balance exist ~FB that sh researched an	ould be	G/L Balance:	10311.44
Cont.	Desc.	Last	Days	Bal.	Over 60	
3311	ANDREW AUTOMOTIVE	02/18/16	62	-1.89		
1	TEST	04/18/16	2	20.00		
100	SCB	02/17/16		.00		
1213	1099 TEST	01/21/16	90	-999.99		
123	44556			1.00		
1284	XXXX/Serv.Payable	01/21/16	90	780.00		
2	2			.00		
204951	(None Entered)	09/17/15		.00		
212342	(None Entered)	11/24/15	148	-200.00		
22	COMPTON/50	03/31/16	20	40.00		
263754	TEST	11/20/15	152	-10.00		
36	CUSIC/27	09/05/16	-138	50.00		
5	ASDE			.88		
722879	722 REDEMPTION FUNDING	09/30/10		.00		
A	A	01/21/16	90	-31.00		
A&JT10	A & J TIRE	02/04/16	76	399.00		
A-1855	A-1 AUTO SUPPLY CO., INC.	09/17/15	216	-1.00		
ABPA11	ABP AUTO BODY PANELS	18/88/18		.00		
ACRA11	ACRA AUTOMOTIVE GROUP	10/08/10	2021	1.00		
ACTI20	ACTION CRASH-LEXINGTON	84/86/16	14	.00		
ACT122	TEST	84/15/16		.00		
ACTI88	ACTION CRASH LEXINGTON	09/30/10		.00		
ACUR10	ACURA OF OXMOOR	03/31/16		.00		
1001110		00,01,10	1.4	.00		200

- 1. From the Trade Vendor Payables menu, click View Schedule.
- 2. When the screen opens, the system automatically runs a balance of the schedule. If the schedule balances, the system displays a list of AP accounts on the screen. If the schedule is off, the system displays a warning indicating the discrepancy amount. When the schedule is out of balance, the **Schedule Bal.** field next to the **Account** field will include "(OUT)."

You have the option of adding this amount to the Forced Balance (~FB) control to balance the schedule. You should find the problem and adjust it as needed. A banner displays at the top of the screen warning you when there is a balance in the ~FB control.

- 3. The screen automatically displays information for the current period. Use the month tabs to select another month as needed.
- 4. Scroll through the list or press a letter on the keyboard to advance to that section of the list.
- By default, the screen includes all accounts. Click the **Open Items** button to view only accounts with balances. When prompted, select if you want to include post-ahead entries. Click **Yes** to include the entries or **No** to exclude them. The button label changes to "**All Items**." Click it again to view all accounts.
- 6. Click a line to view the payable detail for that vendor. The Detail screen opens and displays the detail for the selected vendor account. Use the Edit Line button on the bottom of the Detail screen to add notes or other information that may be useful. Using the entry fields that open at the bottom of the screen, assign a document number, date, and description. To ensure the note posts correctly, before filing the line, the system prompts you to indicate if this note applies to the current month or if it is a post-ahead note. Click Current or Post Ahead accordingly.

- 7. You can print the list as needed using the **Print This List** button on the bottom of the screen. When prompted to verify your printer is ready, select your print criteria and click **Print**.
- 8. Click **Back** to close the Detail screen.
- 9. Click Exit to return to the Trade Vendor Payables menu.

## **1099 Information**

This button advances you to the Vendor 1099's menu. When you are completing your year-end closing, use this menu to print and edit vendor information for the 1099-Miscellaneous Income forms. Autosoft DMS prints only the 1099-Misc. Income form. All other 1099 forms must be hand typed. Click the button that corresponds to the menu option you want to select. The appropriate screen opens. When you are finished, click **Exit** to return to the Trade Vendor Payables menu.



#### **Generate New 1099 List**

First, you must clear any data in the 1099 files and generate a new vendor list from the accounts payables schedule.

- 1. On the Vendor 1099's menu, click Generate New 1099 List.
- 2. In the For Year field, enter the year for which you would like to create the 1099 list.
- 3. The system displays a warning that the operation will pick up payments to accounts payable made with check from disbursements only. It will advise you to check the payment detail list from the edit screen for additional items that may need to be included. Click **OK** to continue.
- 4. Another alert warns that this function will delete all current 1099 data. Click **OK** to continue.
- 5. Click **OK** when prompted to verify you want to generate a new list.
- 6. The system displays a message when it is finished generating the new list. Click **OK** to continue to print the Payments Made to 1099 Vendor Report.

## Printing the Report of Payments Made to 1099 Vendors

After generating the list of 1099 vendors, you will automatically be prompted to print this report, but you can manually reprint it if necessary by clicking the Payments Made to 1099 Vendors button.

The report will display any and all vendors that have been marked with a Y for 1099 vendor at any point throughout the year. This means that if Vendor 123 was marked with a Y for January and February, the payments made in those months will show up on the report.

This report will provide you with all of the information required to fill out the 1099s, including vendor control, vendor name, payment posting date, payments and reversals, and the total payments made to the vendor for each accounts payable vendor marked with a Y at any time throughout the year. It is sorted alphabetically by vendor control, then by date within each control. The last page or tab (depending on if you print the PDF or the Microsoft Excel version) will not list all vendors; instead, it will list only 1099 vendors that have been paid \$600 or more over the course of the year. These are the vendors to which you are legally required to send a 1099.

- 1. Click Payments Made to 1099 Vendors from the Vendor 1099s menu.
- 2. When prompted to verify your printer is ready, select your print criteria and click Print.

### Edit 1099 Vendor Information

Use the information from the Payments Made to 1099 Vendors report to manually enter or adjust the payments made to each 1099 vendor within the "Numbers Refer to the 1099-MISC Form Boxes" section within the Vendor 1099 Information screen.

Vendor 1099 Information (ABC Motors)	
	2 2
Vendor Account:	32131 LAURA
Name:	A&JT10 A & J TIRE
	ABPA11 ABP AUTO BODY PANELS
Name:	ACTI20 ACTION CRASH-LEXINGTON
Address:	AUTO48 AUTO PAZAZZ
City:	COLO25 COLOUR DYNAMICS
Phone: Purchase YTD:	COPE45 COPE COMPLETE FLOOR CARE
TIN: Last Purchase:	DENT14 LARRY STAGGS
Manually Entered Payments:	DRURØ1 MARY DRURY
Scanned Payments From History:	DRUR57 CURTIS DRURY
scanned Payments from history:	DUNN01 ANITA DUNN
	DUNN14 JAMES DUNN
	FREE01 CAROLE FREEMAN FREE13 JASPER FREEMAN
Numbers Refer To The 1099-MISC Form Boxes	HARC15 HARCO NATIONAL INS. CO.
1: Rents 2:	IMAG12 DANIEL BURTON
3: Other Income 4:	LINT83 LINTON & SONS TOWING
	MARK14 MARK DARNALL
5: 6: Medical	MCKI12 MCKINNEY RIM REPAIR
7: Nonemployee 8:	OREI63 O'REILLY AUTO PARTS
9: 10:	RAYD23 RAY DENNISON CHEV
13: 14:	RAYS28 RAYS BOBCAT & LANDSCAPING
15a: 15b:	RITT10 BOBBY RITTER
16a: 16b:	SOUD29 MARION SOUDER
17a: 17h:	TRAC36 TRACY WILLIAM TAYLOR INC
180: 180:	TYSB28 TYLER BURROWS
160; 180;	VANS25 VAN'S CAMPER SALES, INC.
Save	ZURI13 ZURICH US
Exit Vendor List Payment Detail Remove Acct from List	

**Important:** You should not process your 1099 data until **after** you close the accounts payable for December (or the 12<sup>th</sup> month if on a fiscal year).

### Editing an Existing Vendor's Information

- 1. From the Dealership Accounting main menu, click Trade Payables.
- 2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
- 3. Click Edit 1099 Vendor Information. The Vendor 1099 Information screen will open.

	TEXS1 TEX'S AUTOGLASS
Vendor Account: TEXS1	SAFE8 SAFETY CLEAN
Name: TEX'S AUTOGLASS	
Name:	
Address: 1254 SOUTH AVENUE	
City: FARRELL PA 16121	
Phone: 111 111 1111	
TIN:	
Manually Entered Payments: 10.00	
Manually Entered Payments.	
Numbers Refer To The 1099-MISC Form Boxes	
Humbers Refer to the 1033-Fillse form boxes	
1: Rents 2:	
3: Other Income 4:	
5: 6: Medical	
7: Nonemployee 8:	
9: 10:	
13: 14:	
15a: 15b:	
16a: 16b:	
17a: 17b:	
18a: 18b:	
Save	
3876	
Exit Vendor List Remove Acct from List	
	_

- 4. Click **Vendor List** to open the Search Vendors screen, where you can search vendors by first letter of the vendor name. Click the appropriate alphabetical tab on the right side of the screen and scroll to find the vendor.
- 5. Click on the vendor to populate the Vendor 1099 Information screen with their data.
- 6. Tally and enter any manually entered payments in the "Numbers Refer to the 1099-MISC Form Boxes" section of the screen. You will most likely use **box 7** to enter this figure.

#### For New Autosoft Customers

Important: Please review any vendors that may have manually entered payments that were entered during inception. These payments are not listed as a part of the Payments Made to 1099 Vendors Report totals. You must add the manually entered payments from inception to the total found on the Payments Made to 1099 Vendors Report.

- 7. Make any other necessary changes.
- 8. Click **Save** to save the changes. The 1099 vendor will appear in the list on the right side of the screen.
- 9. Repeat this process for all necessary 1099 vendors.

#### Adding a New Vendor

- 1. From the Vendor 1099's menu, click **Edit 1099 Vendor Information**. The Vendor 1099 Information screen opens. From this screen, you can access the data stored in the 1099 file and the data from the accounts payable file.
- **Tip:** If you have not closed your accounts payable, a warning will come up to let you know there is no previous year-end data available.
  - 2. The right side of the screen automatically displays a list of vendors flagged in their vendor information file with a "Y" for **Send 1099**. Click a vendor in the list to display the vendor's information on the screen.

If you must enter information for a vendor who is not in the list, click **Vendor List**, and type the first letter of the vendor's name or click the appropriate letter from the list of letters running down the right side of the Search Vendors screen. This will bring up a list of vendors whose names begin with that letter. Click the vendor to pull the vendor's information to the screen. The system will prompt you to verify you want to flag this vendor for a 1099 and scan payments made for the year. Click **OK** to continue.

The system will then display a warning that the scan will delete all current 1099 data and that the accounts payable must be closed for December. Click **OK** to acknowledge this message and to continue. The system will scan for payments and alert you when the process is complete. Click **OK** to acknowledge the message and to continue.

3. The Purchase YTD field populates with the year-to-date purchases from the accounts payable schedule. The total Payments For (year) box will automatically appear under Box 7 (Non-employee Compensation). It is <u>your</u> responsibility to confirm this figure is correct and to move this figure, if necessary, to the appropriate box. The information will print in the corresponding boxes on the form. Any adjustment that needs to be made to Box 7 must be entered in the Manually Entered Payments field. Changes directly made to Box 7 will not save.

**Important:** You can access instructions for completing 1099-Misc. forms at the following website: <u>http://www.irs.gov/pub/irs-pdf/i1099msc.pdf</u>. Refer to these instructions to make sure you enter the information in the appropriate box.

- 4. Click **Save** to save the information. Vendors selected using the **Vendor List** button will be added to the list on the right side of the screen.
- 5. When you are finished editing the information, click **Exit** close the screen.

#### **Removing a Vendor from the List**

Use the **Remove Acct from List** button to remove a vendor from the 1099 list on the right side of the screen. This will not delete the vendor's information from the system.

- Click Edit 1099 Vendor Information from the Vendor 1099's menu. Type the vendor number or click the vendor in the list on the right side of the screen. You can also search for a vendor by clicking Vendor List. Press the letter on your keyboard that corresponds to the first letter of the vendor's name, or click on the letter in the list that runs down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor you want to select.
- 2. The vendor's information populates the screen. Click Remove Acct from List.
- 3. Click **OK** when prompted to verify you want to delete the record.

## Print Vendor List For 1099's

Use this button to print a list of vendors who require a 1099 form. For each vendor, the printout lists the vendor's account number, name, and the amount that will print in Box 1, Box 3, Box 6, and Box 7.

- 1. On the Vendor 1099's menu, click **Print Vendor List For 1099's**.
- 2. When prompted to verify your printer is ready, select your print criteria and click Print.

## Print 1099's

Use this button to open the Print 1099's screen to print the 1099 forms for all or specific vendors. Before you print the forms, you should perform a test print to ensure everything on the form lines up.

	Print 1099's		0 ACTION CRASH-LEXINGT 3 ADSCO	.00
Address: City: Phone: Payers ID:	ABC Motors 1234 Anystreet Anytown, PA 11111 (SSS) SSS-SSSS 10-9999999 25-SSSSSSSSSSSSSSSSSSSSSSS	COLOZ COPE4 DENT DRURG DRURG DUNNG DUNNG FREE FREE HARC1 IMAG	8 AUTO PAZAZZ 5 COLOUR DYNAMICS 5 COLOUR DYNAMICS 5 COPE COMPLETE FLOOR 4 LARRY STAGGS 7 CURTIS DRURY 7 CURTIS DRURY 1 ANITA DUNN 4 JAMES DUNN 1 CAROLE FREEMAN 3 JASPER FREEMAN 5 HARCO NATIONAL INS. 2 DANIEL BURTON	11820.00 .00 2210.00 24755.00 1455.00 3629.00 7423.00 20.00 756.00 1743.34
Left Margin Factor: Print From Vendor: AC		LINTE MARKI MCKII OREIG RAYS2 RITTI	0 LAKE VILLAGE WATER A 3 LINTON & SONS TOWING 4 MARK DARNALL 2 MCKINNEY RIM REPAIR 3 O'REILLY AUTO PARTS 8 RAYS BOBCAT & LANDSC 0 BOBBY RITTER	.00 1220.00 1125.00 640.00 6242.09 650.00 858.00
e-File Transmitter Contro e-File Contact Phone Ext e-Mail		TRACS	9 MARION SOUDER 6 TRACY WILLIAM TAYLOR 8 TYLER BURROWS	5398.09 1392.84 1090.00

#### **Test Printing a Form**

Use the Test Print button to print a test form on a blank piece of paper.

- 1. On the Vendor 1099's menu, click **Print 1099's**.
- 2. Click **Test Print** to print a test form on a blank piece of paper.
- 3. The system indicates it will print one form so you can test the alignment. Click **OK** to acknowledge the message.
- 4. When prompted to verify your printer is ready, select **To Printer** and click **Print**.
- 5. Compare the printout to a 1099 form to verify that everything lines up. If the text does not line up, visit the Station Setup screen (DMS Startup Menu>Settings & Utilities>Settings>Default tab) and edit the Printer Start Line Factor and Printer Left Margin Factor fields. The Printer Start Line Factor determines how far down on the page the text prints. Increase the value to move the text down, or decrease (use negative numbers if necessary) the value to move the text up. The Printer Left Margin Factor determines how far to the right the text starts printing. Increase the value to move the text to the right, or decrease (use negative numbers if necessary) the value to mobers if necessary) the value to the text to the left.
- 6. Continue to test print until everything lines up.

#### **Printing the Forms**

Once your forms line up, you can print the actual 1099-Misc. Income forms. You should watch the forms as they print to ensure they do not jam the printer.

- 1. Load the 1099 forms into your printer.
- 2. Verify the payer information displayed on the Print 1099's screen is correct.
- 3. In **Print From Vendor** and **To Vendor**, type the vendor numbers you want to use to print the forms. The right side of the screen displays a list of the vendors for your reference.
- 4. ENTER or TAB through the remaining fields on the Print 1099's screen. The print command will be triggered automatically.
- 5. When prompted to verify your printer is ready, select **To Printer** and click **Print**.

### **Print 1096**

Use this button to print the 1096 summary form required for submitting your 1099 forms. The information prints on a preprinted 1096 form, which you should have received from the IRS. If you have any questions about the information that must print on the form, refer to the instructions provided by the IRS for completing the 1096 form to ensure you enter the information in the appropriate box.

	Print 1096	2	2	.00
	Fille 1090	32131	LAURA	500.00
		A&JT10	A & J TIRE	.00
95 1099-MISC 💟			ABP AUTO BODY PANELS	.00
Usually 1099-MISC		ACTI20	ACTION CRASH-LEXINGT	.00
Contact Name:			AUTO PAZAZZ	11820.00
			COLOUR DYNAMICS	.00
	AUTOSOFT INC ABCDEFGHIJKLMNOPQ		COPE COMPLETE FLOOR	2210.00
Address:	1234 Anystreet		LARRY STAGGS	24755.00
City:	WEST MIDDLESEX, PA 16159		MARY DRURY	911.00
			CURTIS DRURY	1455.00
e-Mail:	AUTOSOFT@AUTOSOFT-ASI.COM		ANITA DUNN	3629.00
	(724) 528-8488		JAMES DUNN	575.00
			CAROLE FREEMAN	20.00
	(724) 528-8495		JASPER FREEMAN	756.00
Employer ID:	25-1578532		HARCO NATIONAL INS.	.00
Social Security Number:	123456789		DANIEL BURTON	1743.34
Print Start Line Factor:	100 Usually 100		LINTON & SONS TOWING	1220.00
			MARK DARNALL	1125.00
Left Margin Factor:	100 Usually 100		MCKINNEY RIM REPAIR	640.00
			O'REILLY AUTO PARTS	.00
Total Number Of Forms:	20		RAY DENNISON CHEV	100.00
Federal Income Tax Withheld:	.00		RAYS BOBCAT & LANDSC	650.00
Total Amount Reported:	60848.27		BOBBY RITTER	858.00
rotar Amount Reported:	13+0100		MARION SOUDER	5398.09
			TRACY WILLIAM TAYLOR	1392.84
		IYSB28	TYLER BURROWS	1090.00
Back			VAN'S CAMPER SALES,	.00

1. Select Print 1096 from the Vendors 1099s menu. The Print 1096 screen opens.

The column on the right side of the screen lists all the 1099 forms you prepared and printed.

- 2. Verify your dealership's information.
- 3. Type the contact person's name, an e-mail address, the dealership's fax number, and the required ID numbers.
- 4. If you have completed the previous 1099 steps, the system will autofill the number of forms and the total amount reported for the 1096. However, you will need to enter the Federal Income Tax Withheld before printing the 1096.

- 5. Click Print.
- 6. When prompted to verify your printer is ready, select your print criteria and click **Print**. You may wish to print the form to screen first to ensure the information will line up on the form. Adjust the **Start Line** and **Left Margin** factors as needed. Once you are sure everything will line up, click **Print** on the Print 1096 screen again, select **To Printer**, and click **Print**.
- Tip: You may want to print the 1096 form to screen first to ensure the information will line up on the 1096 form provided by the IRS. If the text does not line up, visit the Station Setup screen (DMS Startup Menu>Settings & Utilities>Settings>Default tab) and edit the Printer Start Line Factor and Printer Left Margin Factor fields. The Printer Start Line Factor determines how far down on the page the text prints. Increase the value to move the text down, or decrease (use negative numbers if necessary) the value to move the text up. The Printer Left Margin Factor determines how far to the right the text starts printing. Increase the value to move the text to the right, or decrease (use negative numbers if necessary) the value to move the text to the left. Once you are sure everything will line up, click Print on the Print 1096 screen again, and select to print the information to the printer.
- **Tip:** Autosoft provides supplemental documentation at the end of every year to help you prepare your tax information through your Autosoft DMS system. You should refer to this information before attempting to close the books and print the tax information for the year.

## Generate 1099 e-File

This option is for states that require e-filing. The system will generate and compile the Federal and State data into one file, and you can upload the file.

- 1. From the Vendor 1099's menu, click Generate 1099 e-File.
- 2. Click **OK** when prompted to verify you wish to generate the combined federal and state 1099 e-file.
- 3. The system will prompt you to indicate if this is a test file or live submission. Click **Test** if the submission is a test file or **Live** if you wish to submit the filing.
- 4. If your dealership employs an in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EF1099\_ST.TXT (where ST is replaced by the two-letter postal abbreviation for your dealership's state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EF1099\_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the file location.

Important: If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EF1099\_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see Appendix B of the Year-End Closing Manual.

5. An alert will warn you that because of the sensitive nature of the data, the file should be deleted or moved to a safer location once it is uploaded. Click **OK** to continue.