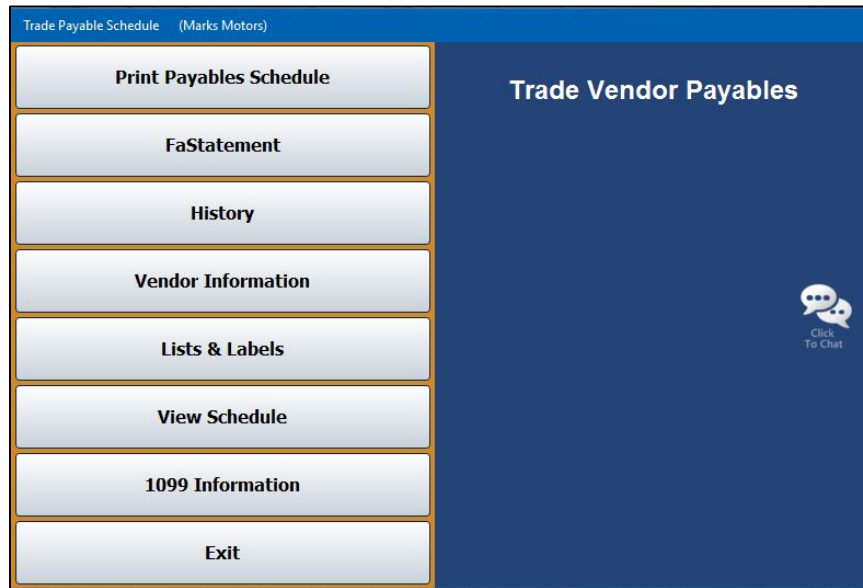# Chapter 5 Trade Payables

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)

Trade Vendor Payables

- Print Payables Schedule
- FaStatement
- History
- Vendor Information
- Lists & Labels
- View Schedule
- 1099 Information
- Exit

Click To Chat

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.

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.
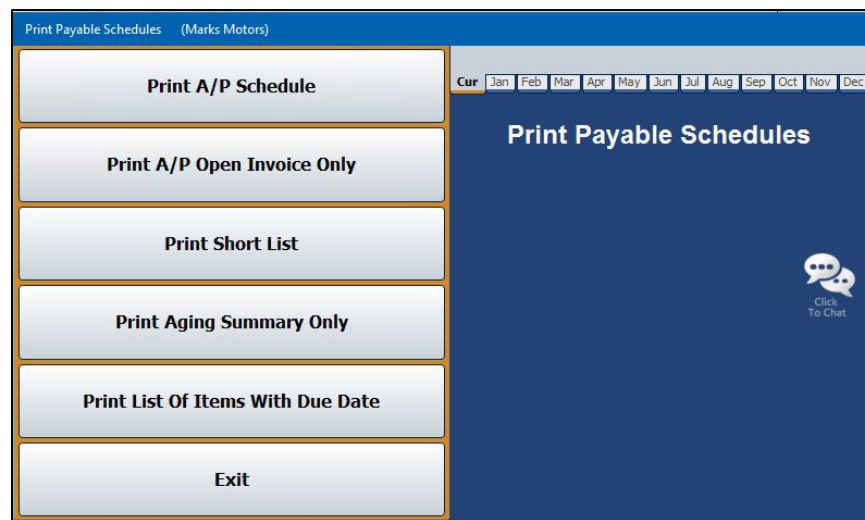
Print A/P Schedule

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**.

2. 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**.

2. 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.

2. 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**.

2. 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.

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 month-end 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.

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.

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.

5. 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.

Important: You should not process your 1099 data until **after** you close the accounts payable for December (or the 12th 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.

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 your 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: http://www.irs.gov/pub/irs-pdf/i1099msc.pdf. 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.

1. 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.

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 move 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.

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.