

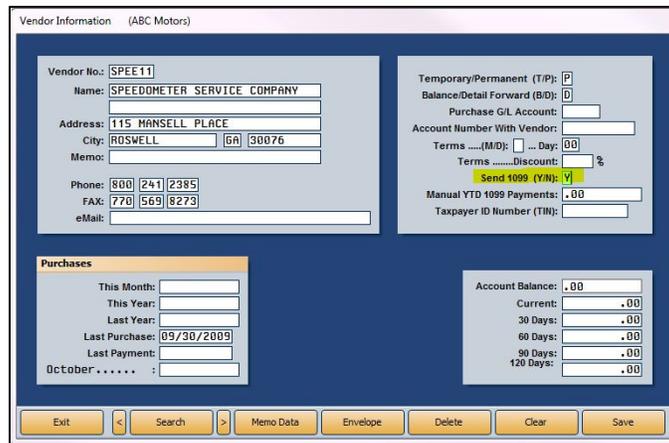
Double-Check Vendor 1099 Settings to Save Time

When it's time to begin your dealership's 1099 process, please keep these points in mind.

Ensure all vendors requiring a 1099 are marked to receive one.

To mark a vendor to receive a 1099:

1. From the Dealership Accounting main menu, click **Trade Payables** to open the Trade Vendor Payables menu.
2. Click **Vendor Information** and either enter a **Vendor Number** or click **Search** to find the vendor.
3. When the vendor's information populates the screen, enter **Y** in the **Send 1099** field. (Keep in mind that not all previous payments will pull to the 1099, so editing the payment may be required.)



Print a list of vendors with payments.

1. On the Trade Vendor Payables menu, click **Lists & Labels**.
2. Click **Vendors With Yearly Purchases/Payments** in the Vendor Payables menu.



3. When prompted to verify your printer is ready, select **To Printer** and click **Print**.
4. Click the **Purchase** or **Payments** button to print purchases or payments only. If you choose to print payments, you will be prompted to enter the year for which you would like to print the 1099 list. The system will default to the current year.

When running 1099s, you will be able to access directions for adding missing vendors and changing payment boxes. See the Year-End Closing manual for detailed instructions.