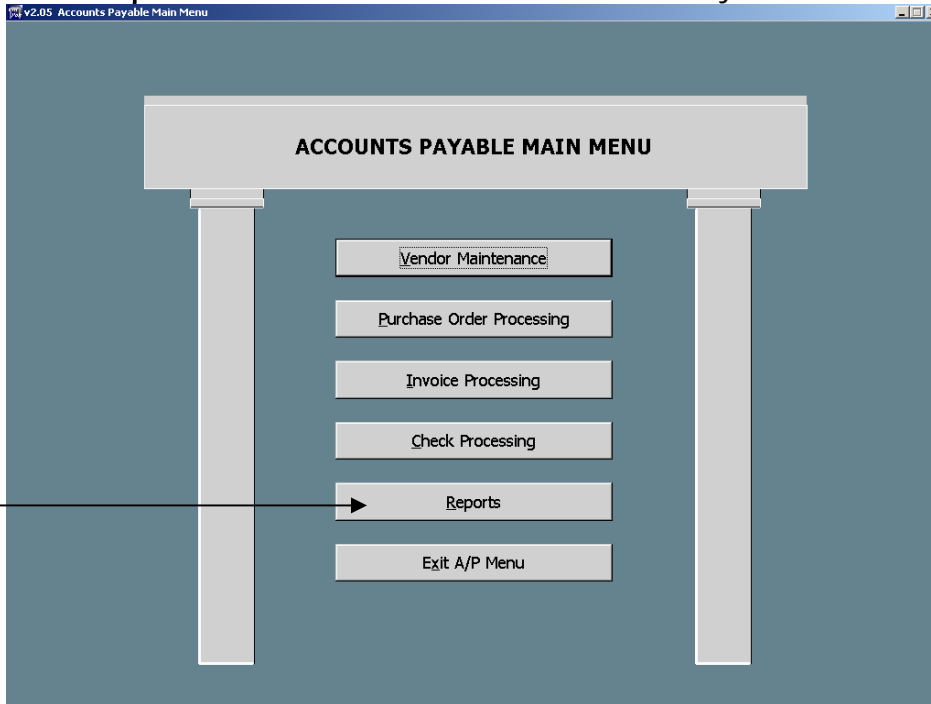
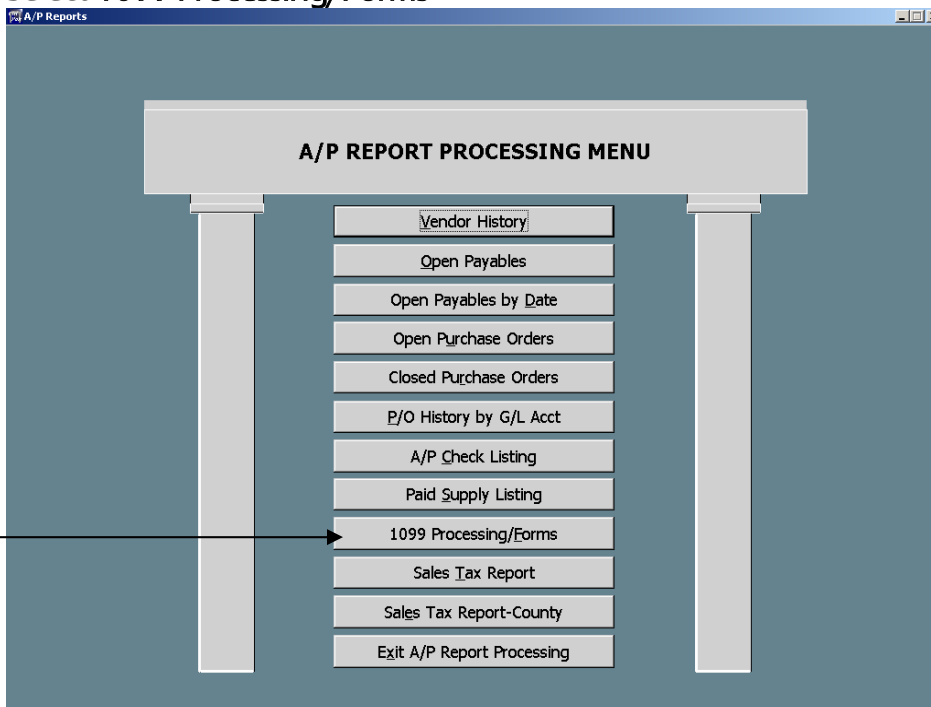


How to Process 1099 Forms

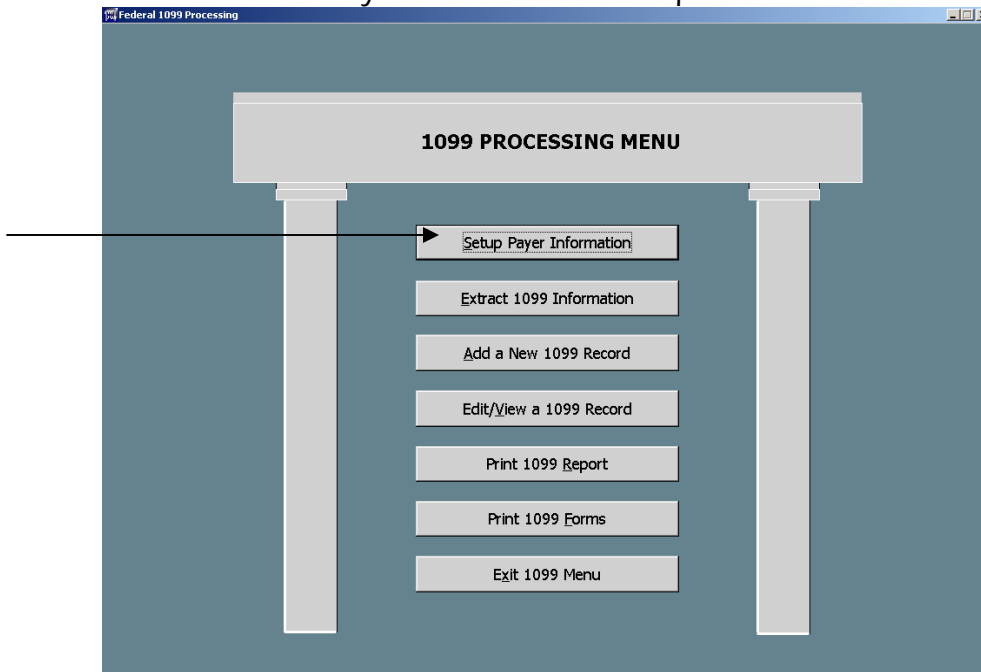
1. Select **Reports** from the Main Menu in Accounts Payable



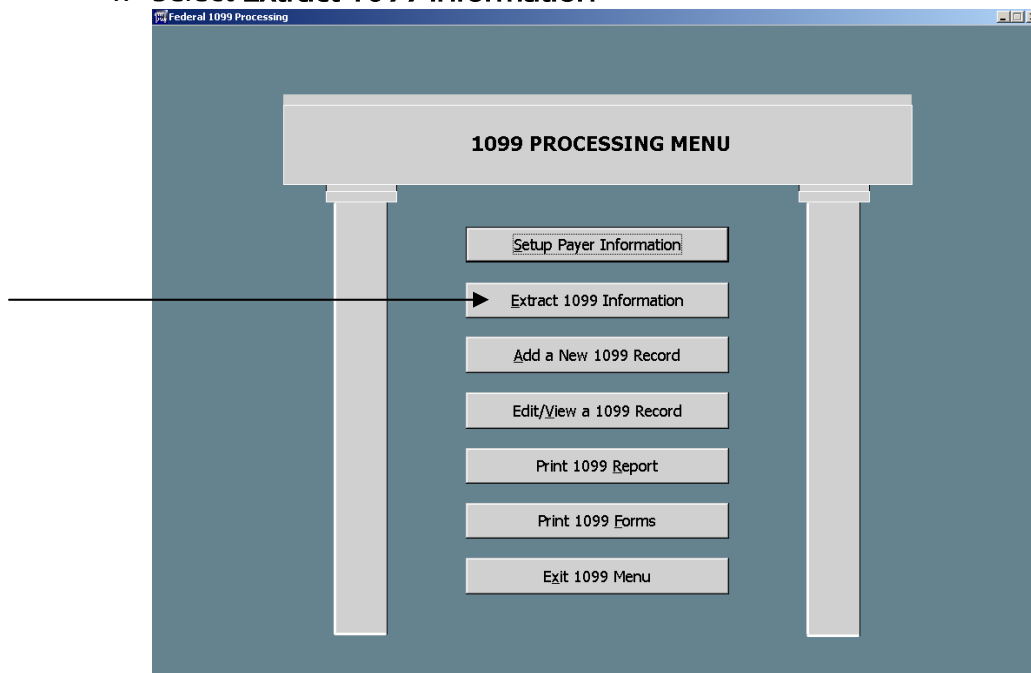
2. Select **1099 Processing/Forms**



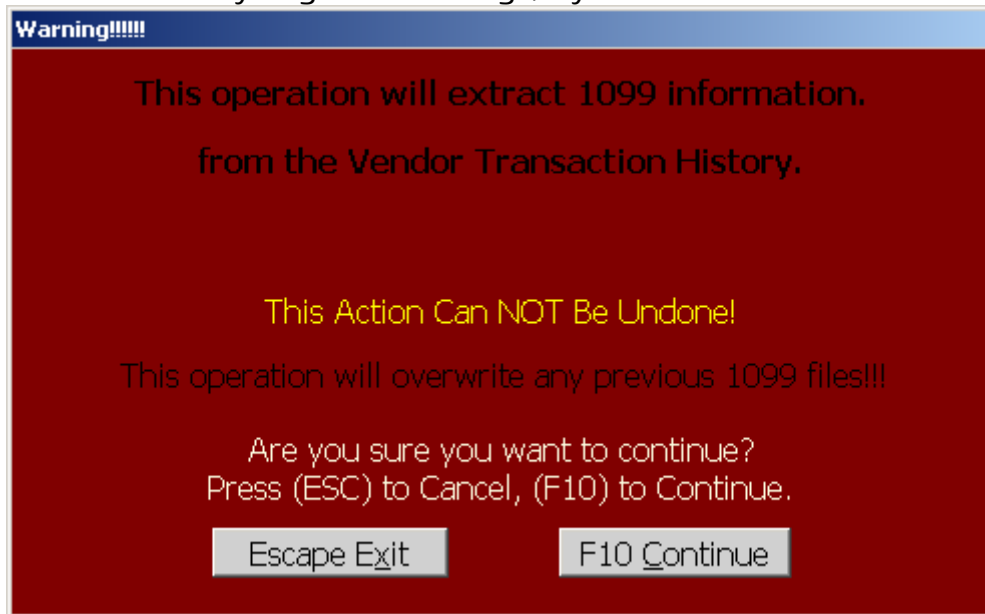
3. Ensure that the Payer Information is setup



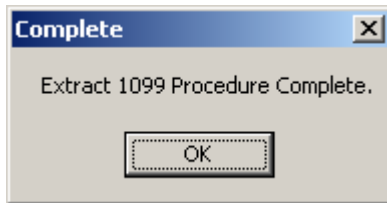
4. Select **Extract 1099 Information**



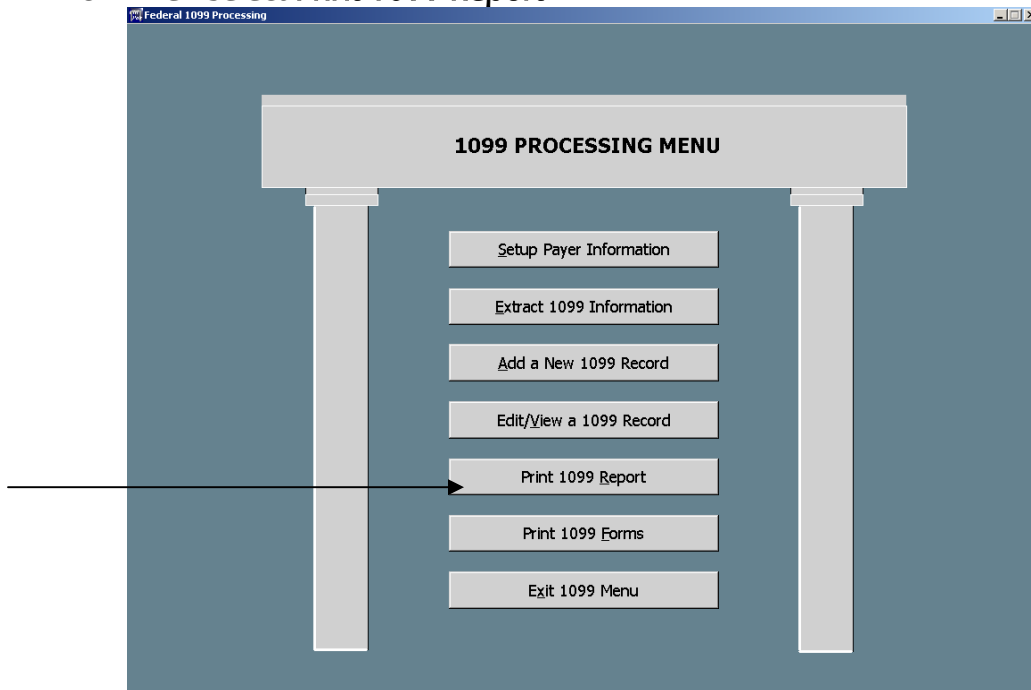
5. Select F10 once you get this message, if you are sure.



6. You will receive this confirmation once the process is complete.

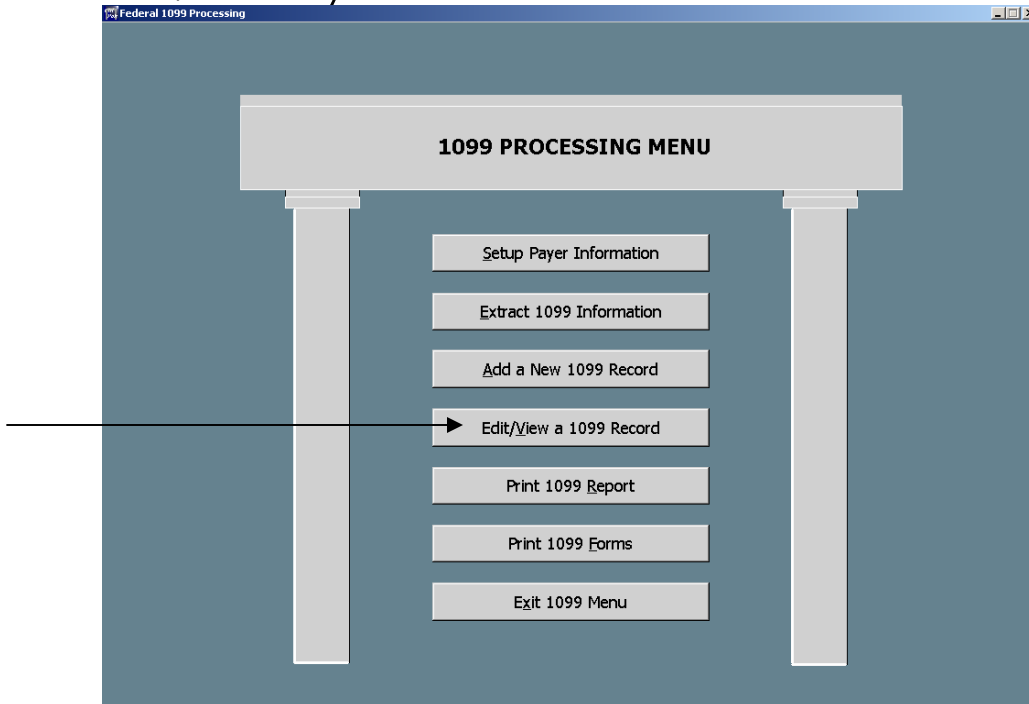


7. Click OK.
8. Then select **Print 1099 Report**



9. Verify that the amounts are accurate.

10. If not, select **Edit/View a 1099 Record**.



11. Change the appropriate information and save.

The screenshot shows a window titled "1099 Form" with a sub-header "Options" and a main title "1099 Form Entry/ Edit". The form contains the following fields:

- Recipients ID: 123-45-6789
- Recipients Name: John Doe
- Address 1: 101 Main Street
- Address 2: (empty)
- City, State, Zip: Anywhere, NC 12345
- DBA: (empty)
- Acct Number (optional): (empty)
- 2nd TIN Not: Enter X if you were notified by the IRS twice within 3 years that the payee provided an incorrect TIN. See page 17 of the 1099 Instructions.

Below these fields is a table for Box Numbers:

| Box Number: | Description: | Amount |
|-------------|---|--------------------------|
| 1 | Rents | 0.00 |
| 2 | Royalties | 0.00 |
| 3 | Other Income | 0.00 |
| 4 | Federal Income Tax Withheld | 0.00 |
| 5 | Fishing boat Proceeds | 0.00 |
| 6 | Medical & Health Care Pmts | 0.00 |
| 7 | Nonemployee compensation | 2500.00 |
| 8 | Substitute payments in lieu of dividends or interest | 0.00 |
| 9 | Payer Made direct Sales of \$5,000 or more of consumer products to a buyer (recipient) for resale | <input type="checkbox"/> |
| 10 | Crop Insurance Proceeds | 0.00 |
| 13 | Excess golden parachute payments | 0.00 |
| 14 | Gross proceeds paid to an attorney | 0.00 |
| 15 | | <input type="text"/> |
| 16 | State Income Tax Withheld | 0.00 |
| 17 | State/Payers State Number | <input type="text"/> |
| 18 | State Income | 0.00 |

At the bottom of the form, there are buttons for "F5 Save / Print 1099", "F4 Delete", "F10 Save", and "Esc Exit". The status bar at the bottom shows "1:14 PM" and "08/22/2006".

12. You will need to reprint the report if you make any changes in step 11.

13. After the report is accurate, select **Print 1099 Forms**

