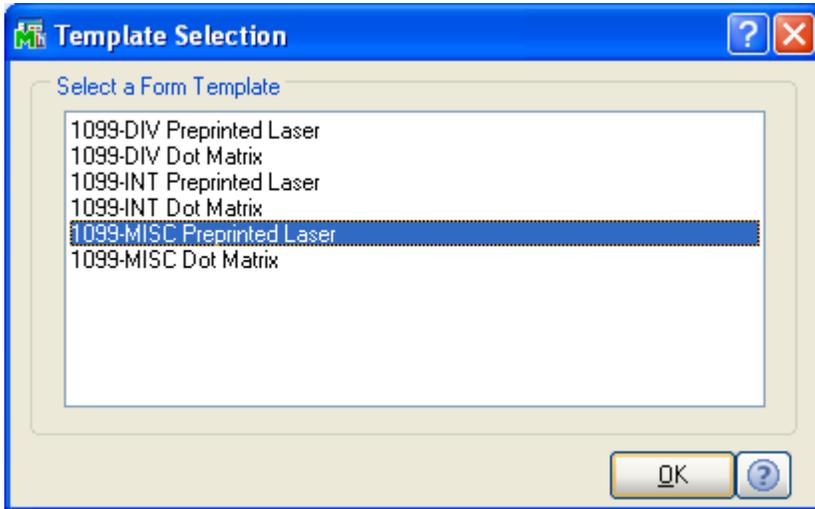


Printing 1099s

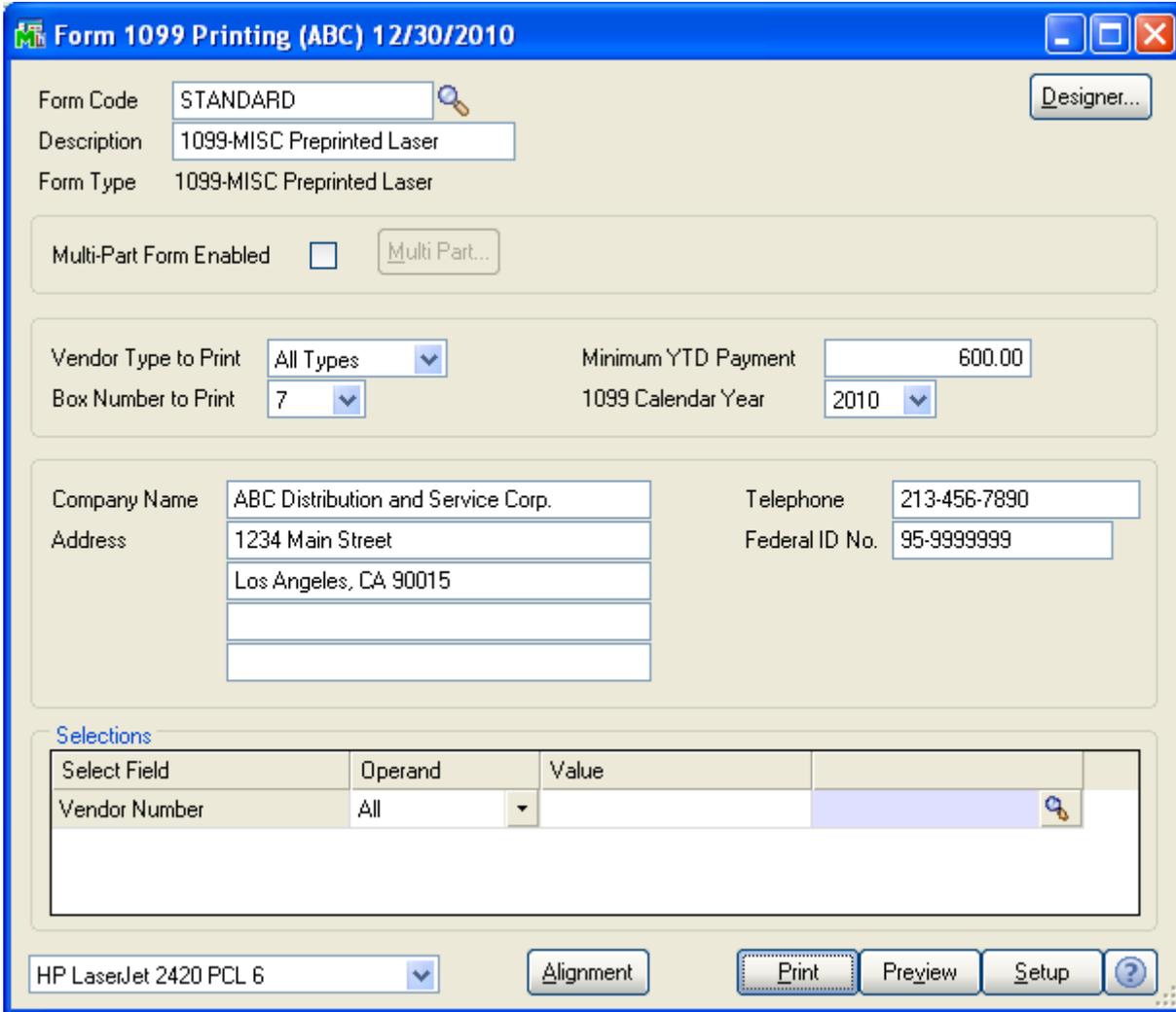
1. Launch MAS90.
2. Select **Accounts Payable** from the *MAS90 Modules Menu*.
3. Select **1099 Printing** from the *Accounts Payable Reports Menu*.



4. Select the proper form, usually **1099-MISC Preprinted Laser** and press *OK*.

Printing 1099s (Continued)

5. Review the 1099 Printing screen.



**Form 1099 Printing (ABC) 12/30/2010**

Form Code: STANDARD  
 Description: 1099-MISC Preprinted Laser  
 Form Type: 1099-MISC Preprinted Laser

Multi-Part Form Enabled:  Multi Part...

Vendor Type to Print: All Types  
 Box Number to Print: 7  
 Minimum YTD Payment: 600.00  
 1099 Calendar Year: 2010

Company Name: ABC Distribution and Service Corp.  
 Address: 1234 Main Street  
 Los Angeles, CA 90015  
 Telephone: 213-456-7890  
 Federal ID No.: 95-9999999

**Selections**

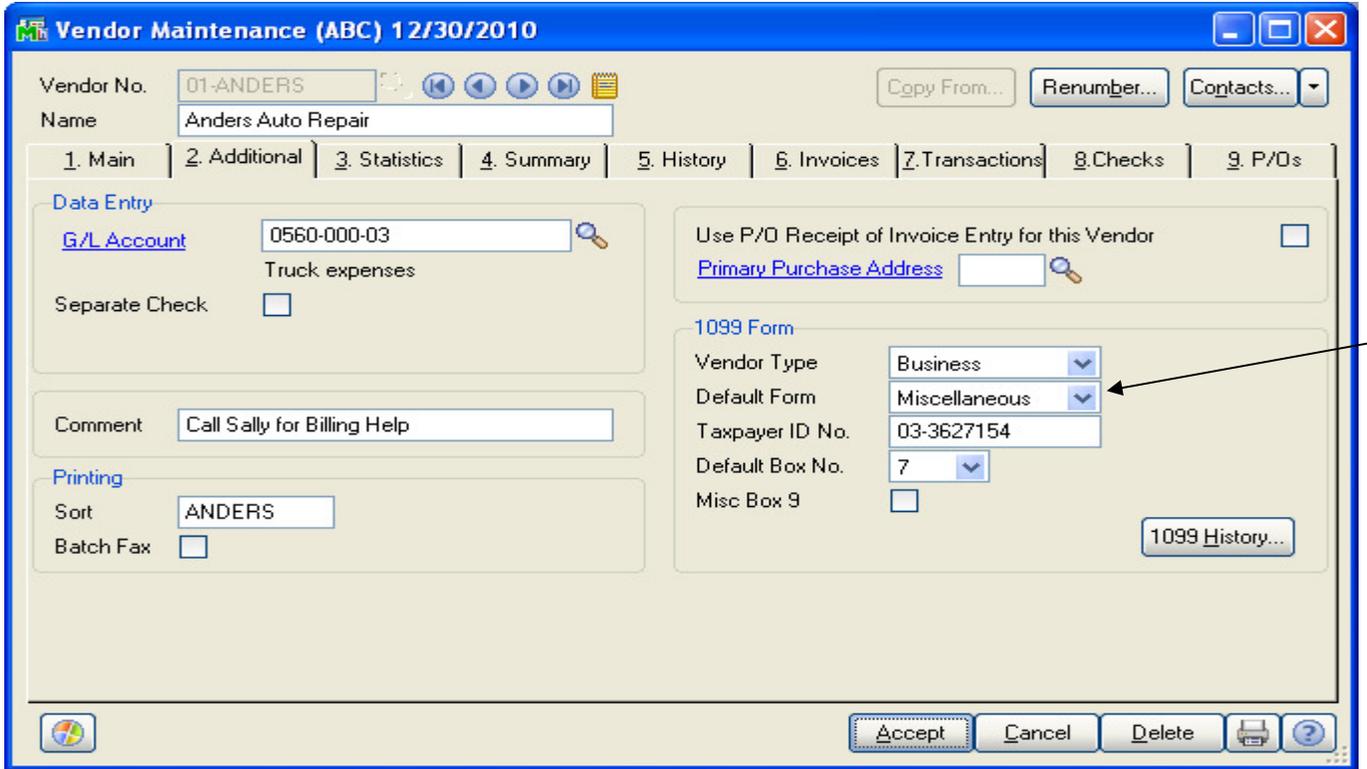
Select Field	Operand	Value
Vendor Number	All	

HP LaserJet 2420 PCL 6  
 Alignment Print Preview Setup

6. Make sure the following fields are set properly:
  - a. Minimum YTD Payment = \$600.00
  - b. 1099 Calendar Year is set correctly.
  - c. Federal ID Number, Name, and Address data are accurate.
  - d. Box Number to Print = 7 (miscellaneous)
7. Make sure you have your pre-printed laser 1099 forms loaded in the laser printer.
8. Click **Print**.

Validating Information

1. Make sure all vendors are configured properly for 1099s:



Vendor Maintenance (ABC) 12/30/2010

Vendor No. 01-ANDERS  
Name Anders Auto Repair

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Data Entry  
G/L Account 0560-000-03  
Truck expenses  
Separate Check

Use P/O Receipt of Invoice Entry for this Vendor   
Primary Purchase Address

1099 Form  
Vendor Type Business  
Default Form Miscellaneous  
Taxpayer ID No. 03-3627154  
Default Box No. 7  
Misc Box 9

Comment Call Sally for Billing Help

Printing  
Sort ANDERS  
Batch Fax

1099 History...

Accept Cancel Delete

2. Note that if this data was not setup properly at the beginning of the year, 1099 payments may not have been accurately accumulated.
3. Click on the **1099 History** button to review the payment detail flagged as 1099 payments.

Validating Information (Continued)

4. You can change the information on this screen as needed.

The screenshot shows a software window titled "1099 Payment History". At the top, there are two dropdown menus: "1099 Form Type" set to "Miscellaneous" and "Calendar Year" set to "2010". Below these is a table with two columns: "Box" and "Year to Date". The table lists 14 different categories of payments, with the "Year to Date" column showing values for each. At the bottom of the window are three buttons: "OK", "Cancel", and a help icon.

	Box	Year to Date
1	1 Rent	.00
2	2 Royalties	.00
3	3 Other income	.00
4	4 Fed income tax	.00
5	5 Fishing boat	.00
6	6 Medical care	.00
7	7 Nonemployee	14,266.12
8	8 Substitute pymnt	.00
9	10 Crop Insurance	.00
10	13 Excess Parachute Pmnts	.00
11	14 Proceeds to attorney	.00
12	15a Section 409A deferrals	.00
13	15b Section 409A income	.00
14	16 State income tax	.00

Validating Information (Continued)

- Print an AP Trial Balance Report to review 1099 payments.

**Accounts Payable Trial Balance (ABC) 12/30/2010**

Report Setting: STANDARD [Save]

Description: Accounts Payable Trial Balance

**Setting Options**

Type: Public [Print Report Settings] [Number of Copies: 1]

Default Report:  [Three Hole Punch] [Collated:

**Options**

Invoices to Print: Paid [Print Trial Balance as Of: 12/31/2010]

Print Transaction Detail:

Print G/L Distribution:

Print 1099 Information:  ←

**Selections**

Select Field	Operand	Value
Vendor Number	All	
Company Code	All	

HP LaserJet 2420 PCL 6 [Keep Window Open After: Print] [Preview: ] [Print] [Preview] [Setup] [?]

- This will print all paid invoices with their related 1099 information.

Validating Information (Continued)

- Print an AP Check History Report to review payments by vendor.

**Accounts Payable Check History Report (ABC) 12/30/2010**

Report Setting: STANDARD  Save

Description: Accounts Payable Check History Report

**Setting Options**

Type: Public  Print Report Settings:  Number of Copies: 1

Default Report:  Three Hole Punch:  Collated:

Sort Report By: Vendor Name

**Options**

Selection Criteria: By Date  Include Credit Card Transfer Payments:

Fiscal Year: 2010  Print Credit Card Transfer Details:

Starting Date: 1/1/2010  Include Voiced Checks: No

Ending Date: 12/31/2010

**Selections**

Select Field	Operand	Value
Vendor Number	All	
Vendor Name	All	
Bank Code	All	
Company Code	All	

HP LaserJet 2420 PCL 6  Keep Window Open After: Print  Preview