Printing 1099s

1.   Launch MAS90.

2.   Select **Accounts Payable** from the *MAS90 Modules Menu*.

3.   Select **1099 Printing** from the *Accounts Payable Reports Menu*.
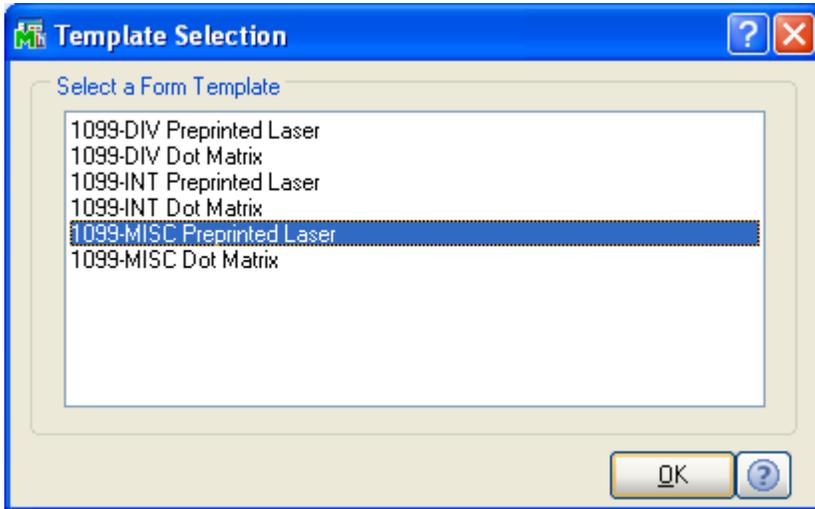
4.   Select the proper form, usually **1099-MISC Preprinted Laser** and press *OK*.

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Printing 1099s (Continued)

5.   Review the 1099 Printing screen.

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:
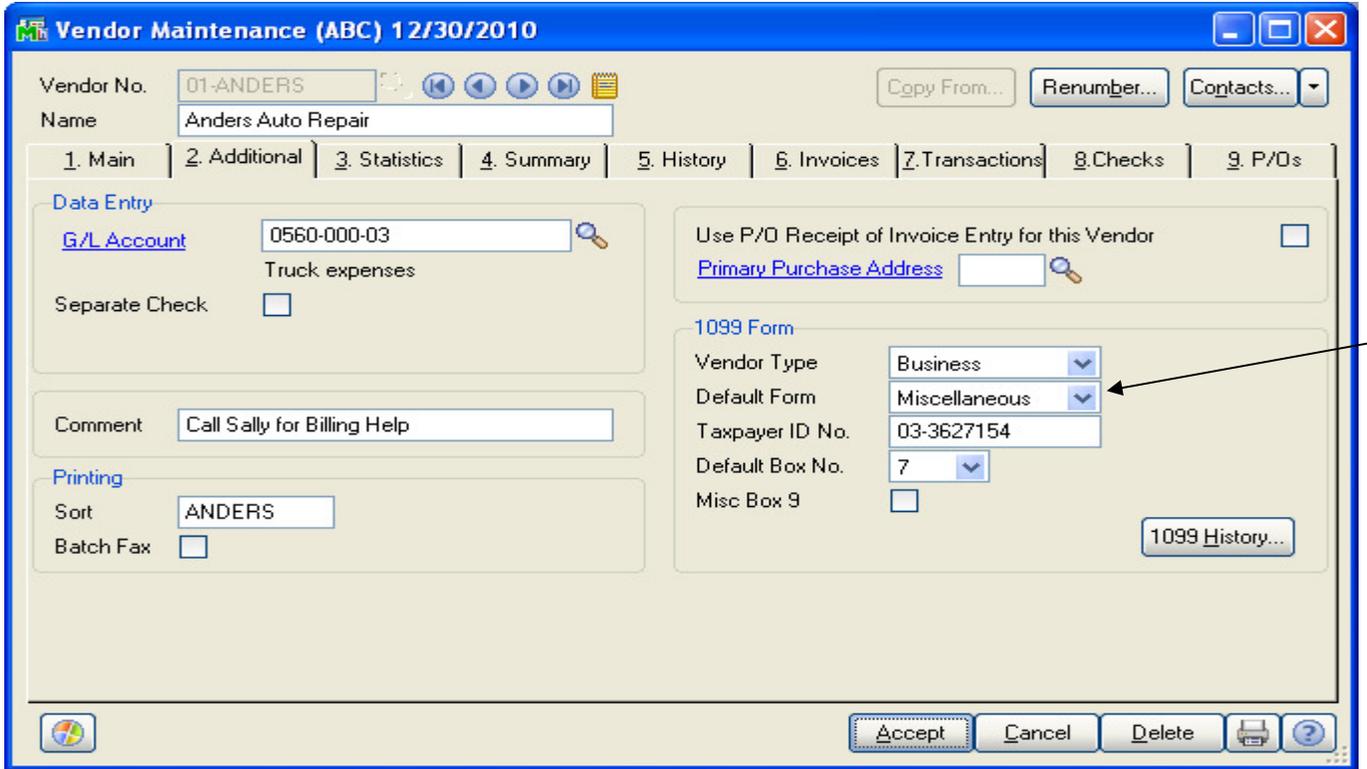
2. Note that if this data was not setup properly at the beginning of the year, 1099 payments may not have been accurately accumulated.

3. Click on the **1099 History** button to review the payment detail flagged as 1099 payments.

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Validating Information (Continued)

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

Validating Information (Continued)

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

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

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Validating Information (Continued)

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