

Beginning balances – vendor 1099 paid

Goal: For each vendor you send a Form 1099, enter the year-to-date amount paid so the form will be accurate.

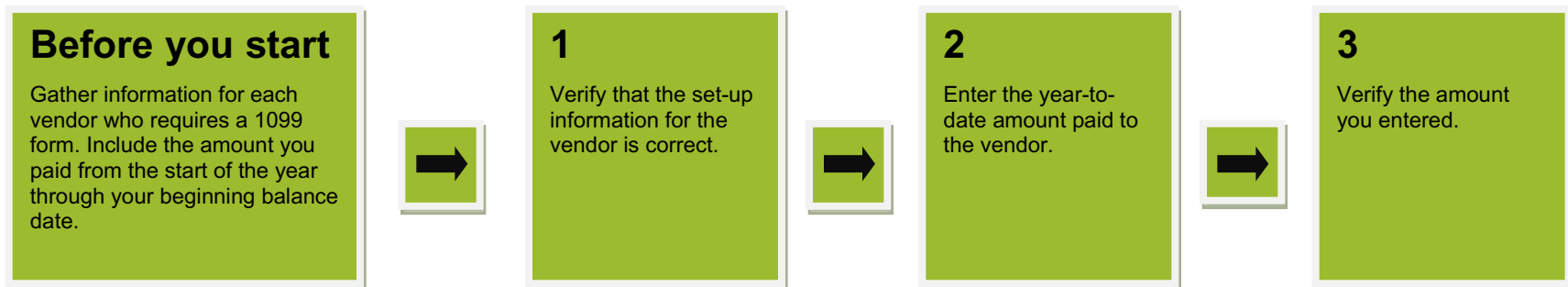
In this quick lesson

Step 1: Verify set-up information for vendors	2
Step 2: Enter the amount paid to each vendor	3
Step 3: Verify the amounts you entered	4

If your beginning balance date is December 31 or you do not have any vendors that require a Form 1099, you do not need to perform this task.

For an overview of the entire process, be sure to see the *Beginning balances introduction* quick lesson.

The process



Step 1: Verify set-up information for vendors

Ensure that you set up the vendor to receive a 1099 form.

1. Click **Setup > Vendors**, and double-click the vendor.
2. Click the **1099 Info** tab.
3. Be sure that the **Receives 1099 form** check box is selected and that the other information is accurate.
4. Remember to click **Save** if you make any changes. Click **Close** to exit the window.
5. Repeat this step for each vendor you send a Form 1099.

The image shows a sequence of screenshots from a software application. The top window is the 'Vendor List' showing a table of vendors. The 'Elemenz Engineering' vendor is selected. Below it is the 'Vendor - Elemenz Engineering' window with the '1099 Info' tab active. A blue circle highlights the 'Receives 1099 form' section, which includes a checked checkbox, a 'Form type' dropdown set to 'Nonemployee compensation', a 'Recipient ID' field with '91-8555265', and '1099 Override' fields for 'Reported amount' and 'Federal tax withheld', both set to '0.00'. Other fields include 'W9 form received' (unchecked), 'W9 business type' (Individual/Sole Proprietor), and 'W9 other description'.

Name	Vendor Type
ADP	General Office
American Express	Credit Card
BVA Group	Electrical Consultant
Christopher E. Meehan	Employee
CNC Insurance Company	Insurance
Davis Properties	General Office
Elemenz Engineering	Electrical Consultant
Evans, CPA	Professional Services
Global Blueprinting	General Office
James N. Singer	Employee
Jan J. Engstrom	Employee
Kris N. Kingsley	Employee
Lewis Consultants	Mechanical Consultant
Mark A. Royce	Employee
	Employee
	General Office
	Employee
	Employee
	Communications

Step 2: Enter the amount paid to each vendor

1. Click **Company > Beginning Balances > Vendor 1099 Paid**.
2. Enter the year-to-date amount that you paid each vendor.
3. When finished, remember to click **Save**.

Ajera automatically enters the beginning balance date as the Paid Through date. You can change it, if needed.


Beginning Balances - Vendor 1099 Paid

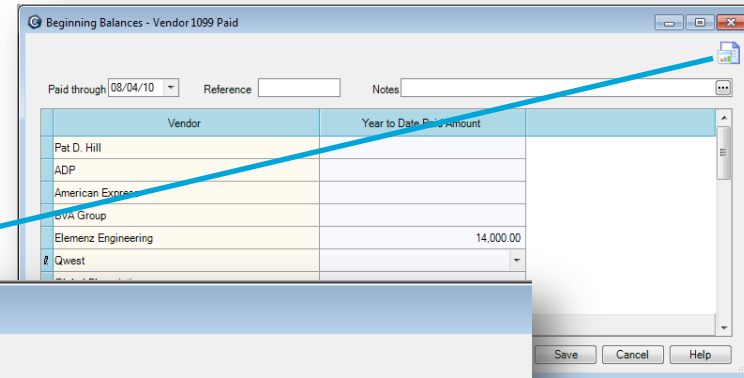
Paid through 08/04/10 Reference Notes

Vendor	Year to Date Paid Amount
Pat D. Hill	
ADP	
American Express	
BVA Group	
Elemenz Engineering	14,000.00
Qwest	
Global Blueprinting	
Fortis, CPA	
	14,000.00

Close Save Cancel Help

Step 3: Verify the amounts you entered

1. Click the **Reports**  button.
2. Verify that the amount you entered for each vendor is correct.



To print the report, click the Print button.

Beginning Balance Vendor 1099 Paid

Vendor:

1 of 1 | 100%

Beginning Balance - Vendor 1099 Paid

Accutera Architects

Friday, December 10, 2010
Page 1

Form Type/ Vendor/ 1099 ID	Address & Phone	W9 Form Received	W9 Business Type	W9 Other Description	Payments
Non-employee compensation					14,000.00
Elemenz Engineering					
91-8555265	1130 S.E. Water Avenue Portland, OR 97202 503-223-9867	<input checked="" type="checkbox"/>	Individual/Sole Proprietor		14,000.00
Total					14,000.00

Summary

For each vendor you send a Form 1099, you learned to enter the year-to-date amount paid so that the form for the vendor will be accurate.

Be sure to see the other quick lessons about beginning balances.