



Process

Documentation

Department:

Customer Support

Last Updated:

10/23/2025 11:02 AM

NAME OF PROCESS**US 1099 Report*****Use Case / Objectives***

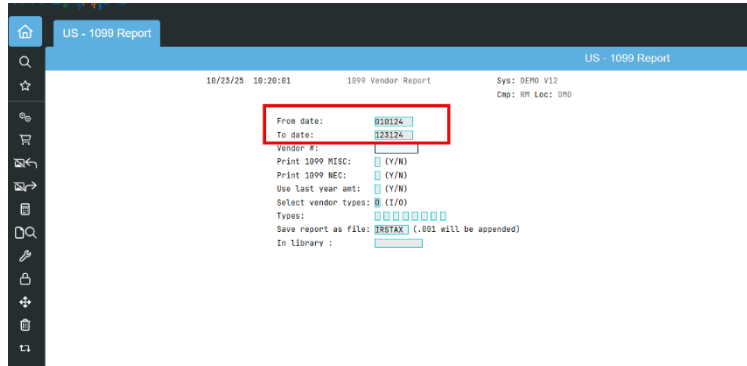
This document walks through how to set up a vendor to be a 1099 vendor.

Configuration, Training, and Reporting

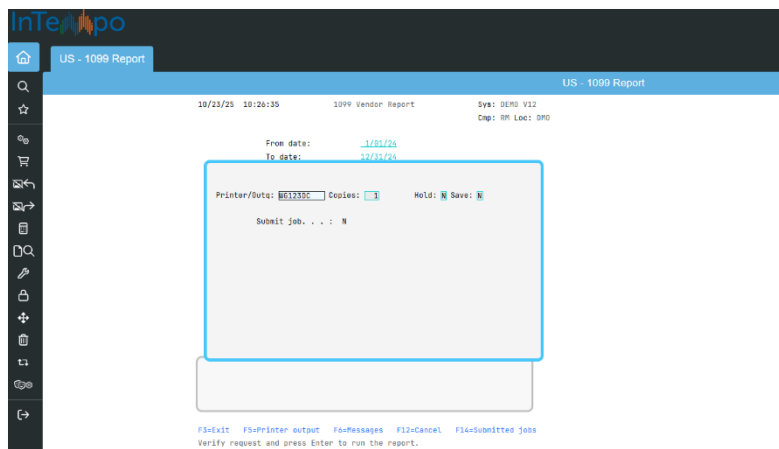
This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Menu options to access:

General Ledger => General Ledger Maintenance => US - 1099 Report



12. Press Enter and it will open a window asking for the Printer/Outq.

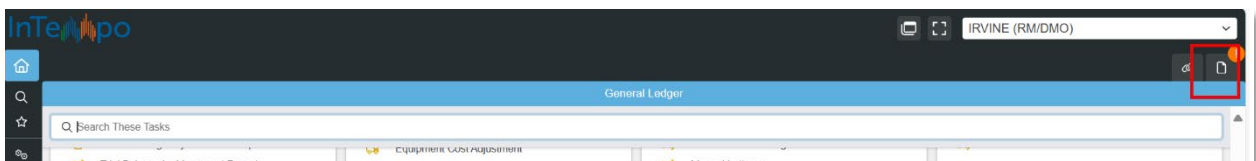


13. If you want to print the report, you will need to type in the printer name.

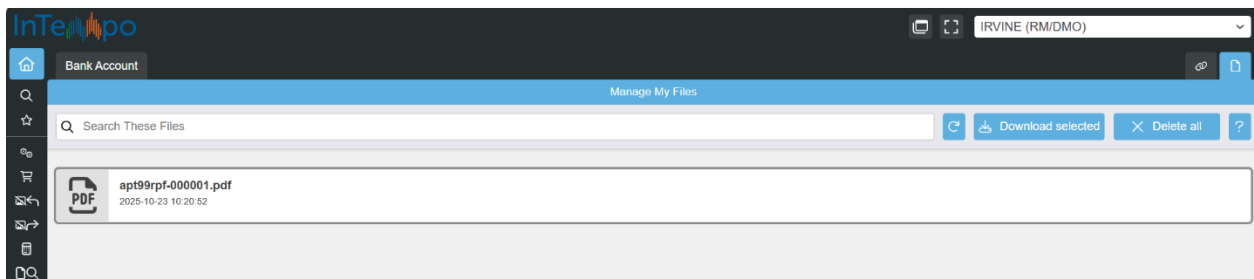
14. If you want to generate a PDF you will type in your user ID.

15. Press Enter to generate the report.

16. Your report has generated when the orange indicator displays by the icon for **Manage my files**.



17. Click on the icon to open the option **Manage my files**.



18. The file will display, and you can either double click on it to open it or click on the open icon.
19. The report will look like the screen shot below based on the parameters entered above.

Vendor#	Vendor Name	Address 1	Address 2	City	St	Zip Code	Fed ID Num	Vendor Total
34	LINCOLN ELECTRIC COMPANY	P.O. BOX 644248		PITTSBURGH	PA	15264	NL000000000B00	16265.12
				1099-MISC Sub-total:		16265.12		
34	LINCOLN ELECTRIC COMPANY	P.O. BOX 644248		PITTSBURGH	PA	15264	NL000000000B00	16265.12
				1099-NEC Sub-total:		16265.12		
				Final totals:		32530.24		

** END OF REPORT **