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Generate 1099s

This process auto-creates all 1099’s for a year. Any vendor payment with a 1099 code on it will be processed. If a payment was made to a vendor and a 1099 code was not designated on the invoice line, that payment amount will not be included in the amount generated here. If available for the current year, the Back of Form will be populated when you select Generate. After the Generate has been run, click the Display button to see what was generated.

Creating 1099s Manually

If you would like to create 1099’s manually instead of tagging every invoice, you can do so simply by clicking the New button. Even if you do run the Generate, which creates 1099’s, you may want to manually add other vendors and their corresponding 1099 amounts, which you can also do.