

How to create Vendor & 1099 Reports

Many of you have vendors that you need to produce a 1099 for or you may be interested to know if you have everything entered into Pc Mars for a particular vendor, etc. There are a few reports you can run to get this information in either a summary form or a detailed form. If someone is a 1099 vendor, you will want to make sure you have the box checked in the vendor screen.

Vendor List

Type: Regular

Name: George Smith

Long Name: George Smith

Address 1: []

Address 2: []

Address 3: []

Taxpayer ID#: []

Phone: () - []

Email address: []

Default Acct Code: 420

Default Enterprise: []

Default Description: []

Flag for 1099:

Buttons: Delete, Add new, Save F10, Cancel, Close

Then you can go to the reports menu and go to other reports. Then you have a choice between a summary report (which is just totals) or the detail report (which shows each entry for a vendor).

Reports

- Entry Journal
- YTD Cash Summary Report
- Cash Income Statement
- Monthly Detail Report
- Check Register
- Bank and Loan Balance Report
- Monthly Detail Report - Selected Items
- Detail Report - Selected Items
- Enterprise Reports
- YTD - Cash Flow Format
- Detail Loan Report
- Labor Reports
- Year End Detail/Tax Prep
- Year End Cash Summary Report
- Resale Report
- Multi-year Reports
- Other Reports
- Audit Trail Report

Sub-menu:

- Code Group Totals Report
- Vendor List
- Vendor Summary Report
- Vendor Detail Report
- YTD - Compare to Annual Budget
- Bank Transfer Report

In the vendor summary report menu screen, you can designate a time frame for the report, specify a vendor or run it for all "1099" vendors that you designated as such in the vendor screen.

Vendor Summary Report

Month Beginning: 01/16 Ending: 12/16

Vendor: [] (Leave blank to report ALL)

1099 vendors only

Report Completed

Join fiscal years for calendar year report

Buttons: Preview, Print, Close

VENDOR SUMMARY REPORT

VENDOR = 1099

<u>VENDOR CODE</u>	<u>LONG VENDOR NAME</u>	<u>DOLLARS IN</u>	<u>DOLLARS OUT</u>	<u>DOLLARS NET</u>
George Smith	George Smith	\$0.00	\$6,500.00	\$(6,500.00)
VENDOR LIST TOTAL		\$0.00	\$6,500.00	\$(6,500.00)
UNLISTED VENDORS		\$93,300.00	\$93,647.00	\$(347.00)
TOTAL (ALL)		\$93,300.00	\$100,147.00	\$(6,847.00)

On the detailed vendor report, there are several more options to choose from on what to include on the report, which vendors, etc. You again have the ability to choose just vendors that are designated as 1099 vendors.

Vendor Detail Report

Month Beginning Ending
 Acct. Code thru
 Enterprise NOTE: Leave field(s) blank to report ALL
 Vendor
 Show vendors with total \$\$ greater than for dollars net
1099 vendors only
 Include vendor address Report Completed
 Show dollars - In Out
 Show account code subtotals
 Join fiscal years for calendar year report
 Expanded option

Include business address Page breaks between vendors
 Report Title
 Include the following statement

Vendor Detail Report

Selection: 1099 Vendors only

<u>Code</u>	<u>Ent</u>	<u>PC</u>	<u>C/D #</u>	<u>Date</u>	<u>Description</u>	<u>Dollars In</u>	<u>Dollars Out</u>	<u>Dollars Net</u>
VENDOR =		George Smith			(George Smith)			
420	GEN	OP	5	1/31/16	machine hire		\$500.00	
420	GEN	OP	27	5/31/16	custom harvest		\$6,000.00	
TOTAL						\$0.00	\$6,500.00	\$(6,500.00)