



1099_generate_1099_report

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Generate this report to review the vendors and transactions for accuracy. **It is recommended** to sort the report by the Employer Identification Number (EIN)/Social Security Number (SSN). This sorting option allows those vendors without an EIN/SSN to be displayed at the beginning of the report. A 1099-MISC form is not generated for vendors without an EIN/SSN.

| Parameter Description | Value |
|--|-------|
| Sort by Alpha (A), EIN/SSN (N) | N |
| Print Account Nbr (A), Reason (R) | A |
| Include EIN/SSN on Report? (Y/N) | Y |
| For Tax Year > 2019, Print 1099-MISC (M), 1099-NEC (N), or blank for ALL | |
| From Date (MMDDYYYY), or blank for ALL | |
| To Date (MMDDYYYY), or blank for ALL | |
| Select Vendor(s), or blank for ALL | |

If a vendor is not displayed on the report and should be, verify the following:

- The EIN or SSN is populated and the **1099 Eligible** field is selected on the [Finance > Maintenance > Vendor Information > Vendor Name/Address](#) tab.
- The object code used to pay the vendor exists in the object codes table in both the current and prior year file IDs.

If 1099 transactions exist for objects that you do not want to be included in the 1099s, update the 1099 object code table. If you remove a code from the [Finance > Tables > 1099 Object Codes](#) page, it is not included on the 1099-MISC form or the 1099 file, but it is displayed on the 1099 Report without a payment type description.

Transactions can be deleted and added by running the Create 1099 Work Table utility again or manually deleting and adding transactions on the [Finance > Maintenance > 1099 Record Maintenance](#) page. If you delete a transaction from a vendor and the Create 1099 Work Table utility is processed again, delete the transaction on the [Finance > Maintenance > 1099 Record Maintenance](#) tab.

If the student activity check transactions are not maintained in TxEIS, you must manually enter the information on the [Finance > Maintenance > 1099 Record Maintenance](#) page.