



# 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 form is not generated for vendors without an EIN/SSN.

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

**Notes:**

The 1099-MISC (M) form prints the sum of all transactions (if at least \$600) in the 1099 work file except those tied to an object code with a **Type Payment** of *N - Non-employee compensation* on the [Finance > Tables > 1099 Object Codes](#) page.

The 1099-NEC (N) form prints the sum of all transactions (if at least \$600, excluding credit card transactions) in the 1099 work file that are tied to an object code with a **Type Payment** of *N - Non-employee compensation* on the [Finance > Tables > 1099 Object Codes](#) page.

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 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 ASCENDER, you must manually enter the information on the [Finance > Maintenance > 1099 Record Maintenance](#) page.

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In addition to using the FIN2050 - 1099 Report, run the [Finance > Inquiry > Vendor Inquiry > Vendor YTD Amounts Inquiry](#) to verify that all 1099 eligible vendors are being reported.

- Generate the report in the prior file ID.
- In the **From Date** field, type 01-01-20XX.
- In the **To Date** field, type 12-31-20XX. This retrieves data from both file IDs.
- In the **Greater Than Amount** field, type 599.00.
- Click **Retrieve**.

This report displays all vendors that were paid 600.00 or more in the calendar year. These vendors are not necessarily 1099 eligible but the LEA can verify from which accounts the vendors are being paid to ensure that the 1099 object code table is accurate in both file IDs, and then compare this information to the FIN2050 - 1099 Report.



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