



# 1099\_generate\_1099\_report



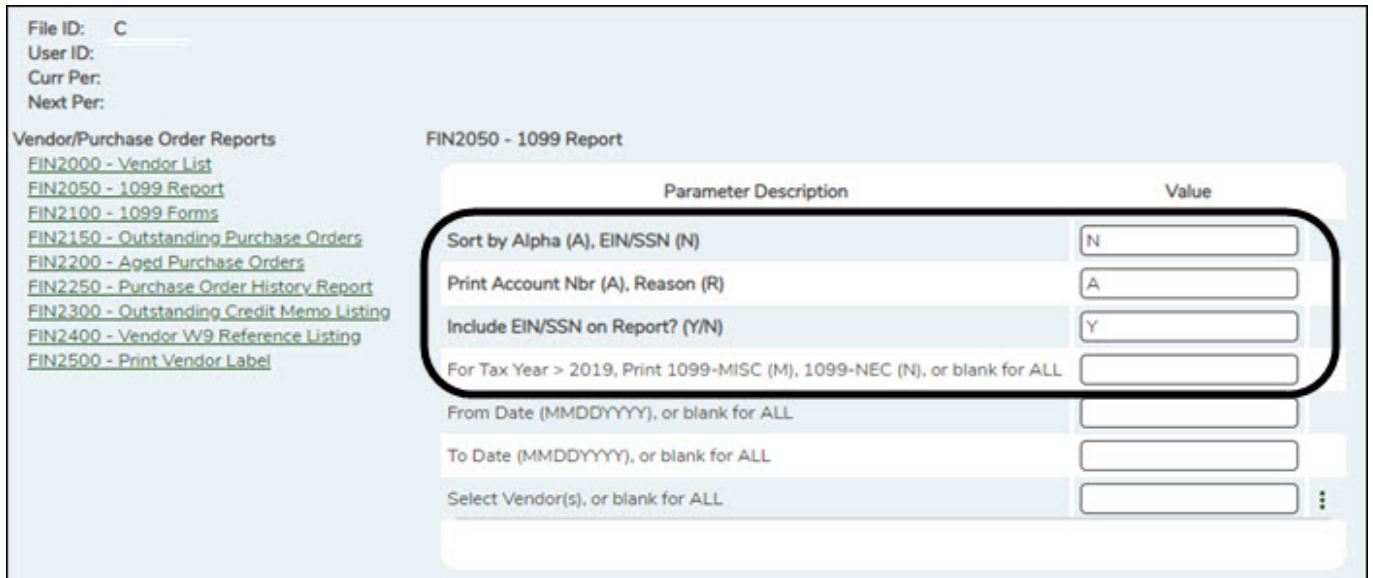
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Generate this report to review the vendors and transactions for accuracy. It is recommended to sort the report by EIN/SSN; which allows those vendors without an EIN/SSN to be displayed at the beginning of the report. A 1099 form is not generated for vendors without an EIN/SSN.

Image



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

- The Employer identification number (EIN) or social security number (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 code table in both the current and prior year file IDs.

If 1099 transactions exist for objects that you do not want to be included on the 1099s, update the 1099 object codes table. If you remove a code from the [Finance > Tables > 1099 Object Codes](#) page, that object is not included on the 1099-MISC form or the 1099 file, but is still 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 (fund 865) are not maintained in TxEIS, you must manually enter that information on the [Finance > Maintenance > 1099 Record Maintenance](#) page.



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