
Marlatt Consulting

SAGE MAS90 - 1099 Overview

Things you should know about MAS90's 1099 data processing:

- MAS90 allows you to print checks for the new year before you have completed your 1099 process for the old year
- MAS90's default 1099 Box Code is Rents (Box 1), and most 1099 vendor's are Misc. (Box 7); each vendor must be changed manually
- 1099 data is based on the amount paid to a vendor, not the amount invoiced by the vendor
- A separate purge process is necessary to change your 1099 Calendar Year, as it is *not* part of your month-end or year-end processing
- If the 1099 Calendar Year is wrong, it can be fixed...*the earlier the better!*



Confirm your MAS90 1099 Calendar Year is set to the current 1099 year:

- Go to MAS90 > Accounts Payable > Setup > Accounts Payable Options and verify your "1099 Calendar Year" date
DO NOT CHANGE THE DATE ON THIS SCREEN
- If it's not current, then you will need to purge the old data; which will roll the calendar year over to the next 1099 year

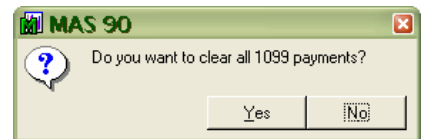


If your 1099 Calendar Year is set to the current 1099 year:

- Verify your vendors' setup, and review data for reasonableness routinely

If your 1099 Calendar Year is still set to the previous 1099 year:

- Preview the current 1099 data from Accounts Payable > Reports > Form 1099 Printing
- After previewing 1099s you will be prompted with the option to "Clear all 1099 Payments?"
- Answer YES to purge the old data, which will automatically roll your 1099 Calendar Year to the next year
- Verify your vendors' setup, and review data for reasonableness routinely



If your 1099 Calendar Year is set prior to the previous 1099 year:

- Please call us for a correction plan



Lookup Engine: You can use the Lookup feature to quickly review vendor's 1099 setup. *Watch the default Box Code, as MAS90 will default back to Box 1 (Rents) if you change the Vendor Type (Business or Individual).*

Check History Report: You can run a Check History Report for each 1099 Vendor to get their total payments for the year.

If you have any questions on the above information, refer to your MAS90 Help or call Marlatt Consulting for assistance.