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## SAGE MAS90/MAS200 ERP 2008 1099 Data Preparation

If you plan to print 1099 forms from MAS90,  
review your vendor data and setup now...  
**before you get into that year-end rush!**



In Sage MAS90/MAS200 ERP v 4.2 and v 4.3

Go to Accounts Payable > Setup > Accounts Payable Options

### ON THE MAIN TAB

1099 Reporting must be selected,  
and the Default 1099 Calendar Year  
should be set to 2008.

### ON THE HISTORY TAB

Choose how many years  
of history to retain.

If your 1099 Calendar Year is still set to 2007, you can change it to 2008 now.

**NOTE:** *Period End Processing does NOT affect the Default 1099 Calendar Year data.*

In Sage MAS90/MAS200 ERP v 4.1 and prior

Go to Accounts Payable > Setup > Accounts Payable Options

**DO NOT CHANGE THE  
1099 CALENDAR YEAR  
ON THIS SCREEN!**

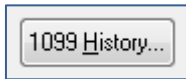
If your 1099 Calendar Year is still set to 2007; please see our “1099 Purge 2008” tip located at:  
<http://www.marlattconsulting.com/resources/tips/> for instructions on purging old data and correctly rolling the  
1099 Calendar Year over to 2008 prior to issuing any 2009 checks.

**Vendor 1099 Setup:** Verify the following information is correct in Vendor Maintenance > Additional Tab  
for each your 1099 vendors:

- Vendor Type
- Default Form
- Taxpayer ID No. / Social Security No.
- Default Box No.
- Misc. Box 9

Be sure you have assigned the correct Default Form **and** Default Box No. for each vendor.

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**YTD Payment Amount:** Click on the button to verify YTD total payments and default box amounts.

*If needed*, correct the total payment amount or the box number on this screen now, and let the system calculate additional payments correctly for you the rest of the year.

**Verifying YTD Payment Amount:** To verify the YTD Payment Amount in 1099 History is correct, run the Accounts Payable > Reports > Check History Report by Vendor.

Select the Vendor Number and enter the Date Range for the year; run the report for each 1099 vendor to get actual payments to 1099 vendors for a year.

Check History Report				
Sorted By Check Number				
Activity From: 1/1/2008 to 12/31/2008				
				ABC Distribution and Service
Bank Code: D Wells Fargo Checking				
Check Number	Check Date	Vendor Number	Name	Check Amount
018792	3/12/2008	01-ABC	Al's Bean Company	2,500.00
017762	5/21/2008	01-ABC	Al's Bean Company	1,000.00
019854	9/30/2008	01-ABC	Al's Bean Company	120.00
<b>Bank D Total:</b>				3,620.00
<b>Report Total:</b>				3,620.00

**Important Note:** 1099 data is based on amount PAID to a vendor; **NOT** amount invoiced.

Some 1099 vendors may have invoices that should not be recorded as 1099 income, such as reimbursable expenses for goods.

You have the ability to indicate during invoice data entry if the invoice should be excluded or included, by changing the 1099 Form field on the Invoice Data Entry > Header Tab from Miscellaneous to None.

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