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SAGE MAS90/MAS200 ERP 2009 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 2009.

ON THE HISTORY TAB

Choose how many years
of history to retain.

If your 1099 Calendar Year is still set to 2008, you can change it to 2009 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 2008; please see our “1099 Purge 2009” 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 2010 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

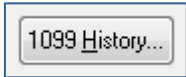
Be sure you have assigned the correct Default Form **and** Default Box No. for each vendor.

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Box	Year to Date
1 Rent	.00
2 Royalties	.00
3 Other income	.00
4 Fed income tax	.00
5 Fishing boat	.00
6 Medical care	.00
7 Nonemployee	1,325.00
8 Substitute pymnt	.00
9 10 Crop Insurance	.00
10 13 Excess Parachute Pmnts	.00
11 14 Proceeds to attorney	.00
12 15a Section 409A deferrals	.00
13 15b Section 409A income	.00
14 16 State income tax	.00



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				ABC Distribution and Service Corp. (ABC)		
Sorted By Check Number						
Activity From: 1/1/2009 to 12/31/2009						
Bank Code:	Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
D Wells Fargo Checking	010670	5/21/2009	01-CONT	Container Corporation Of Use	500.00	Manual
	011035	5/21/2009	01-CONT	Container Corporation Of Use	350.00	Manual
	020117	8/12/2009	01-CONT	Container Corporation Of Use	475.00	Manual
Bank D Total:					1,325.00	
Report Total:					1,325.00	

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.