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# Marlatt Consulting

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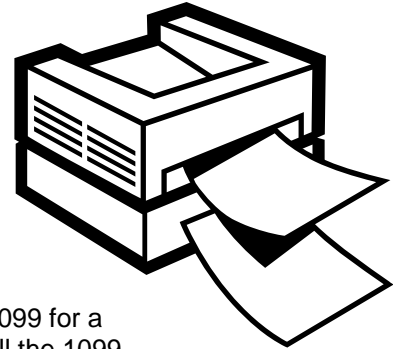
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## SAGE MAS90/MAS200 ERP Printing 1099s for 2009

### **Do you still need to purge or roll over your 2008 data?**

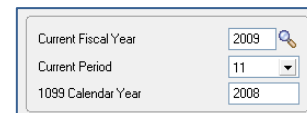
Once you have completed 1099s for the year, you must purge or send that data to history and properly roll the 1099 Calendar Year over to the following year, where data may have already accrued.

Many users do not purge the data immediately, in case they need to reprint a 1099 for a vendor. If so, you may still need to manually purge the 2008 data in order to roll the 1099 Calendar Year over to 2009.



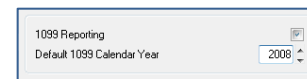
### To confirm your current 1099 Calendar Year:

- Go to MAS90 > Accounts Payable > Setup > Accounts Payable Options to verify your "Default 1099 Calendar Year" date.



Screen sample from v 4.1 or

**>>> DO NOT CHANGE THE YEAR ON THIS SCREEN<<<**



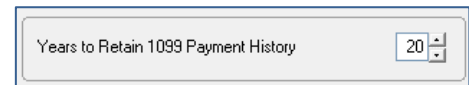
Screen sample from v 4.2 or later

### If your 1099 Calendar Year is still set at 2008:

- Preview the current 1099 data in Accounts Payable > Reports > Form 1099 Printing.
- After previewing 1099s you will be prompted as follows:
  - In version 4.1 and prior to "Clear all 1099 Payments?"
  - In version 4.2 or later with "Do you want to increment the Default 1099 Calendar Year in the Accounts Payable Options window to the next calendar year?"

**NOTE: As of v 4.2 you no longer have to purge your 1099 data, you can set to retain as many years as desired.**

- Answer YES to purge/increment the old data and 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 correctly set at 2009:

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

### If your 1099 Calendar Year is set to 2007 or prior:

- Please call us for a correction plan.



**HINT:** With the **Advanced Lookup** or the new **Business Insights Explorer** you can quickly review your vendors' 1099 setup for missing or incorrect data.

**NOTE:** Watch the **Default Box Code**, as MAS90 will default back to Box 1 (Rents) when you change the **Vendor Type** (Business or Individual).

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

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85 Cresta Verde Dr. – Rolling Hills Estates, CA 90274 - v (310) 541-7788  
[kathym@marlattconsulting.com](mailto:kathym@marlattconsulting.com) – [kellys@marlattconsulting.com](mailto:kellys@marlattconsulting.com)  
[www.marlattconsulting.com](http://www.marlattconsulting.com)