



1099 Vendor Summary Report

Report Summary

Printed Report Title: 1099 Vendor Summary

The built-in platform 1099 functionality is extremely powerful but can lend itself to being a bit too rigid when it comes time to file taxes for the year. This Crystal Report includes those transactions that have been recorded prior to the vendor being flagged as 1099. In addition, a number of options, groupings, etc, are available. It's also exportable to Excel!

Important Notes

- Blue values are payments that were recorded prior to the vendor being flagged as 1099.

Where is this report?



- Base Module: Financial → Financial Reports → Orchestrated Reports
- Reports Module: Reports → Financial Reports → Orchestrated Reports

Parameter Entry Options

Required:

- Calendar Year - Input the year this report is going to be run for.
- Choose Detail level (Sum by Business Partner or Display all payment document info)

Optional:

- Show Vendors < \$600 in activity
- Omit non-1099 docs from 1099 BP's
- Select BP Group(s)
- Select Business Partner(s)

Parameter Entry



1099 Vendor Summary- Selection Criteria

Calendar Year

Choose a detail level

Show Vendors < \$600 in activity ☐

Omit non-1099 docs from 1099 BP's ☐

Select BP Group(s) (optional)

Select Business Partner(s) (optional)

Sample Report

1099 Vendor Summary

For payments posted in 2016

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8/22/16
9:19 am

FORM 1099 MISC

BLUE Invoice numbers indicate a non-1099 payment to a 1099 vendor

[1099 Export to Excel version](#)

101 - Vendors

Business Partner (BP# / Tax ID)	Box Number	Payment No.	Pay Date	Doc Num	Doc Date	Doc Type	Paid Amt	Non-Credit Amt
Apex LLC (V1020/ 47-999999)	03 - Other income	⇒ 10151	6/21/16	⇒ 10161	6/23/16	AP Invoice	\$ 2,232.34	\$ 2,232.34
		⇒ 10152	8/1/16	⇒ 10281	5/31/16	AP Invoice	\$ 1,445.36	\$ 1,445.36
		⇒ 10182	8/8/16	⇒ 10224	7/15/16	AP Invoice	\$ 2,302.23	\$ 4,391.39
		⇒ 10192		⇒ 10192	7/15/16	AP Invoice	\$ 2,089.16	
Box 03 - Other income							\$	\$ 8,069.09
Hector Vanchecko (V1092/ 998-12-1234)	03 - Other income	⇒ 10022	4/27/16	⇒ 10098	5/9/16	AP Invoice	\$ 300.00	\$ 300.00
		⇒ 10057	5/20/16	⇒ 10141	5/30/16	AP Invoice	\$ 350.00	\$ 350.00
		⇒ 10081	6/17/16	⇒ 10165	7/4/16	AP Invoice	\$ 347.33	\$ 347.33
		⇒ 10161	8/1/16	⇒ 10267	8/22/16	AP Invoice	\$ 681.09	\$ 681.09
Box 03 - Other income							\$	\$ 1,678.42
James Richards (V1099/ 555-91-6000)	03 - Other income	⇒ 10035	5/10/16	⇒ 10145	6/9/16	AP Invoice	\$ 615.20	\$ 615.20
		⇒ 10099	6/30/16	⇒ 10213	8/1/16	AP Invoice	\$ 150.00	\$ 150.00
		⇒ 10200	8/12/16	⇒ 10313	9/12/16	AP Invoice	\$ 250.00	\$ 250.00
Box 03 - Other income							\$	\$ 1,015.20

Sample Report Excel Export



Instructions for Export to Excel
1. <click> the export icon in the report window header
2. Choose a location
3. Choose "Microsoft Excel Workbook Data-Only (*.xlsx)" from the file type drop down list
4. <click> SAVE

Main Report

1099 Export to Excel version

1099 Vendor Summary

Cystal Reports (*.prj)
Crystal Reports (*.prj)
PDF (*.pdf)
Character Separated Values (CSV) (*.csv)
Microsoft Excel (97-2003) (*.xls)
Microsoft Excel Workbook Data-Only (*.xlsx)
Microsoft Word (97-2003) (*.doc)

FORM	BP NAME	BP CODE	TAX ID	BOX NUMBER	AMOUNT	STREET1	STREET2	CITY	STATE	ZIP CODE
1099 MISC	Apex LLC	V1020	47-999999	03 - Other income	8,069.09	15211 S. Oak St		Hillsboro	OR	97006
1099 MISC	Hector Vandohe/1092		999-12-1234	03 - Other income	1,678.42	1234 James Av		Beaverton	OR	97124
1099 MISC	James Richard/1099		555-916000	03 - Other income	1,015.20	9324 Murray B		Beaverton	OR	97006

More 1099 Basics:

Quick Start: 1099 Vendor Summary Basics

Version 4.4.1.0