

AP 1099

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The AP 1099 Report produces a report containing a list of all payments and credits for Vendors which are currently flagged as a 1099 Vendor on the Vendor setup.

The Report may be produced for a date range or for a fiscal accounting year.

Once the desired options have been selected, click the OK button to display the report in Print Preview mode.

Report Selections

Tax Year - Highlight the year for which you wish to generate the report.

Vendor - The report default is to print data for all Vendors listed. If it is desired to print the data associated with one or multiple Vendors, click the Unselect All button then check the box to the left of each Vendor to be included on the report.

If you want to print the report for all Vendors within a particular Branch, click the Unselect All button, then check the Branch name and all Vendors within that branch will automatically be selected.

· *Select All* - Clicking this button will select all Vendors for the report.

· *Unselect All* - Clicking this button will de-select all Vendors.

