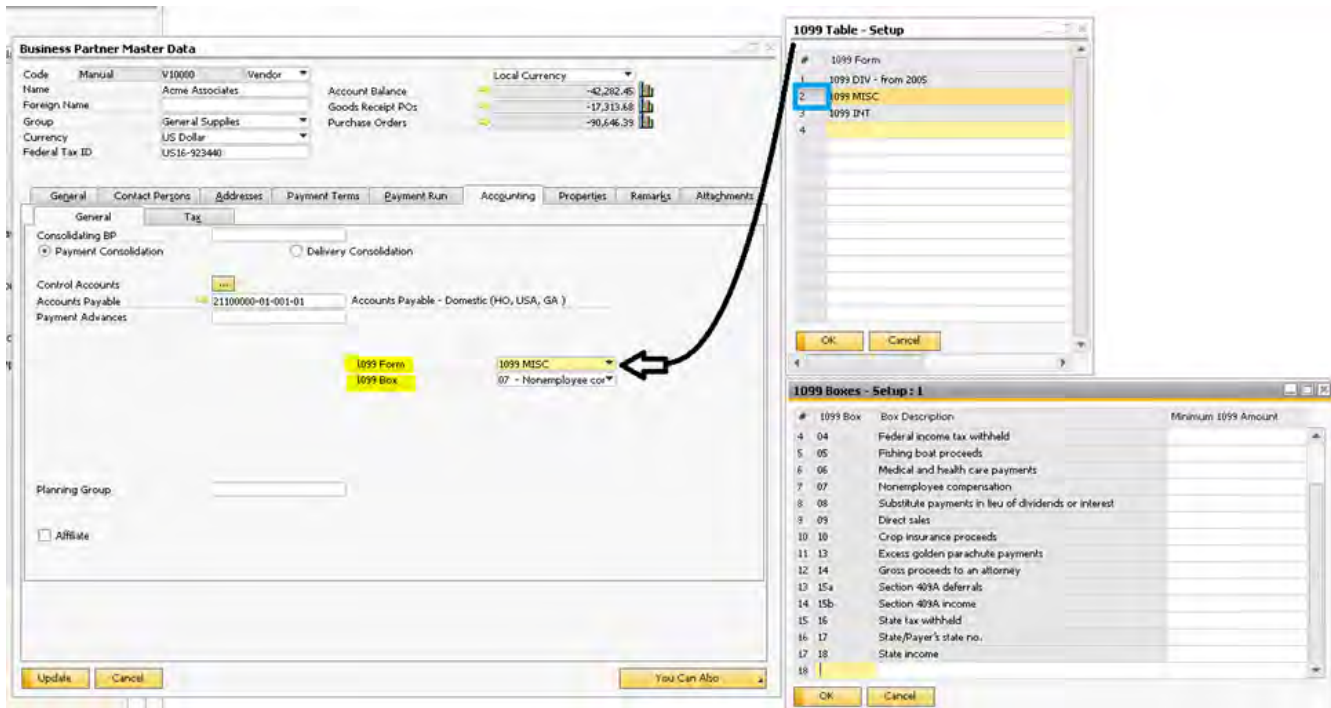


1099 Process in SAP B1

#1) All vendors which will be 1099 must have the 1099 form and 1099 box filled in on the BP Master data window and the Federal Tax ID. The system will then bring that default information over into any AP Invoices you created *after* you have set this up on the BP Master data. If you need to see which boxes correspond to each 1099 setup, you can click the dropdown and define new to open the existing setup window. If you double click on the line number, in the following image line 2. It will open up the boxes for that specific 1099.



#2) At the end of the year, or at a time of your choosing, you can then go to Modules - Financial - Financial Reporting - Accounting - 1099/1096 Report. A report wizard will open asking you for the selection criteria. Select your criteria here and press ok to run the report. This will open a results window called 1099 Form Printing. You will see entries for your vendors. From here you can click the generate preview button to view the print preview, or just print it.

CONSENSUS

The screenshot displays the SAP interface for generating a 1099 report. The '1099/1096 Report - Selection Criteria' dialog box is open, showing various options for report type and selection criteria. The '1099 Form - MISC (System)' preview window shows the following data:

Vendor Name	Vendor Tax ID	1099 Form	1099 Box	Total Payments	1099 Payments
Acme Associates	US15-923440	1099 MISC	Nonemployee compensation	2,029.96	2,029.96
Total		Acme Associates		2,029.96	2,029.96

Now its entirely possible that the BP's were not setup before all of the AP invoices started being input and paid in SAP. In this case you will have to review which invoices did not get the 1099 attribute placed on them in the SAP system for the time period you are running the report for. SAP provides a functionality called Drag and Relate. The idea is that you can select a BP, draw their code over to the AP Invoices section, and that will list all of the AP Invoices for that BP. From here you would need to open them and check whether or not these Invoices had the 1099 attributes. If they did not have the attribute, and are in the date range that you need. Please record the document total of that invoice on a spreadsheet. You will repeat this until all of the affected invoices are found, sum up the document totals because we are going to use those to add to the opening balance of that BP.

CONSENSUS

The screenshot displays the SAP interface. At the top, a table titled 'Drag & Rotate - A/P Invoice' lists several invoices. Below this, a 'Filter Table' is visible. The main window shows the 'Business Partner Master' record for 'Active Associates', which is partially grayed out. The record includes fields for 'General', 'Contact Region', 'Address', 'Payment Terms', 'Payment Run', 'Accounting', 'Properties', 'Remarks', and 'Attachments'. The 'Accounting' section shows 'Account Balance' and 'Purchase Order' values. The 'Properties' section shows 'Name' and 'Language'.

#	Number	Document Type	Status	Posting Date	Customer/Vendor Code	Customer/Vendor Name	Document Total
21	40	Item	Open	04/01/2015	V1000	Active Associates	4,833.00
22	40	Item	Closed	08/03/2015	V1000	Active Associates	727.23
11	440	Item	Closed	11/03/2015	V1000	Active Associates	1,291.23

#	Field	Field	Value From	Value To
1	Number			
2	Document Type			
3	Status			
4	Posting Date	In Pa	03/01/2015	03/01/2015
5	Customer/Vendor			
6	Customer/Vendor			
7	Document Total			

In this next image you can see that this invoice from 2015 did not have the information filled in and its grayed out, that's because we setup 1099 information on this BP's Master Data, after the invoice was created. We need to record this total to add to our sum of opening balances. Otherwise, when we run our report, only the invoices that this have this data will be summed up for the total on the 1099.

CONSENSUS

A/P Invoice

Vendor	V10000	No.	Primary	408
Name	Acme Associates	Status		Closed
Contact Person	Sarah Kierl	Posting Date		08/10/2015
Vendor Ref. No.		Due Date		09/09/2015
Local Currency		Document Date		08/10/2015

Contents	Logistics	Accounting	Attachments
Journal Remark	A/P Invoices - V10000	BP Project	
Control Account	21100000-01-001-01 - Accounts	Indicator	
<input type="checkbox"/> Payment Block		Federal Tax ID	US16-923440
<input type="checkbox"/> Max. Cash Discount		Order Number	
Payment Terms	Net30	Form 1099	
Payment Method	Outgoing Checks	Box 1099	
Central Bank Ind.		Asset Value Date	08/10/2015
Installments	1	Total Before Discount	671.80 \$
Manually Recalculate Due Date:	0 Months + 30 Days	Discount	%
Cash Discount Date Offset:		Total Down Payment	
<input type="checkbox"/> Submitted		Freight	
Buyer	James Chan	<input type="checkbox"/> Rounding	
Owner	Butler, Jayson	Tax	55.43 \$
<input type="checkbox"/> Payment Order Run		Total Payment Due	727.23 \$
Remarks	Based On Purchase Orders 420,	Applied Amount	727.23 \$
		Balance Due	

OK Cancel Copy From Copy To

With our summed value in hand we can go and edit the 1099 opening balance for the BP so that the system adds up this opening balance (a real opening balance if you had it + the sum of the invoices that didn't have the attribute set in time) with the totals on the invoices that did have the attributes set.

CONSENSUS

The screenshot displays the '1099 Opening Balance - Selection Criteria' dialog box and the '1099 Opening Balance' report table. The dialog box has fields for 'Vendor' (From and To), 'Vendor Group' (All), and buttons for 'Properties', 'Ignore', 'OK', 'Cancel', and 'Select All'. The report table below has columns for 'Vendor Code', 'Vendor Name', 'Posting Date', '1099 Form', '1099 Box', 'Amount', and 'Submitted'. The first row is highlighted with a yellow background and has blue boxes around the 'Posting Date' (01/21/2015) and 'Amount' (727.23) cells.

Vendor Code	Vendor Name	Posting Date	1099 Form	1099 Box	Amount	Submitted
V10000	Acme Associates	01/21/2015	1099 MISC	07 - Nonemployee co	727.23	<input type="checkbox"/>
V001002	1st Class Air Service		1099 MISC	07 - Nonemployee co		<input type="checkbox"/>
VColony	Colony Homes		1099 MISC	07 - Nonemployee co		<input type="checkbox"/>
				07 - Nonemployee co		<input type="checkbox"/>

In our example, we took the invoice from 2015 that didn't have the 1099 information (727.23) and set it in opening balance. Now when we run the 1099 report, the system will calculate the 727.23 + the invoice that did have the 1099 info : 1376.73 for a total of 2,103.96 as we can see on our 1099 report. To run the 1099 report, simply go to Modules - Financials - Financial Reports - Accounting - 1099/1096 Report. Fill in the criteria and choose OK, you will then have the 1099 form printing report again that you can print.



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