

PDS Ledger/Payables for version 2.4
Obtaining 1099 Vendor Totals

1. If you have not already done so, identify each vendor that might require a 1099. For each vendor that has been identified:
 - a) Query the vendor on the Vendor Maintenance Screen.
 - b) Edit line 13 to YES.

2. Print the Vendor Basic Report. This report includes the calendar YTD payment totals.
 - a) From the Main Menu, press <R>eports, <V>endor, asic.
 - b) Press Enter to sort the report by Name.
 - c) On line 3 type the following:
-----FIELD NAME----- REL -----VALUE-----
VEN 1099 = YES

Line 3 will limit the report to only 1099 vendors, provided you completed step #1.
 - d) Press ENTER 5 times, the report will begin executing.

3. Review the Voided Check Log. For each vendor printed on the report, subtract the payments voided through journal entries.

4. Review this information and use it to complete the 1099 forms.

It is **not** recommend that you print the 1099 form using the PDS Ledger/Payables software for three reasons: 1. most parishes have only a few 1099 vendors, 2. you must adjust each vendor total for voided checks made by journal entries, and 3. laser and ink jet printers cannot print carbon copies (a minimum of four copies are required).