

PDS Ledger Version 6 Thru 10 Calendar Year End Procedure

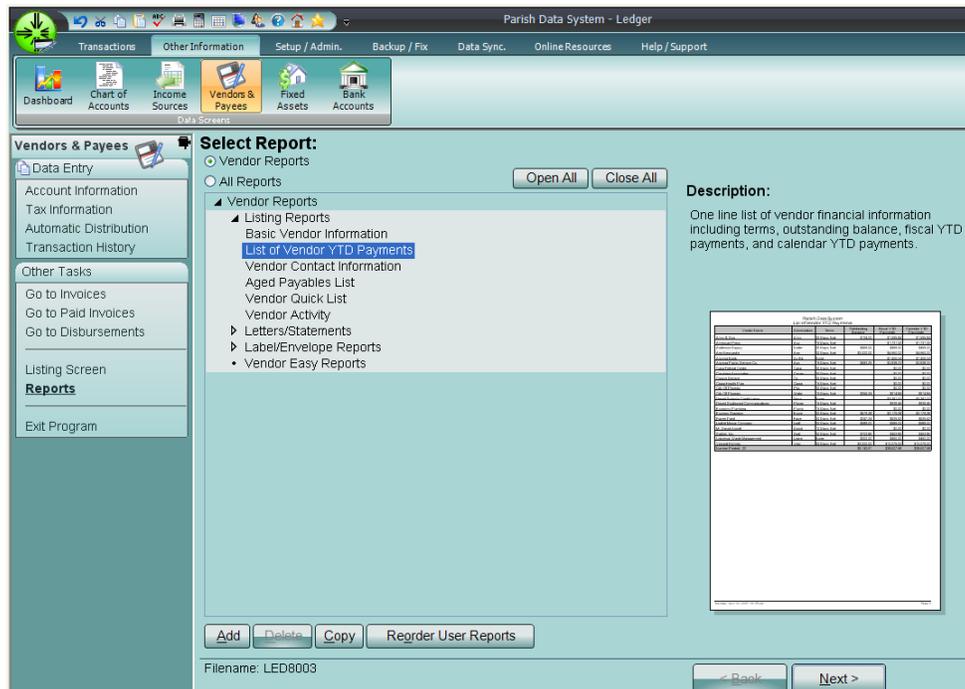
Important Notes

- **Obtain vendor calendar YTD totals BEFORE closing the month of December.** This is very important because the Year End Procedure deletes the calendar YTD totals automatically when December is closed. You may continue to post activity to the month of January, including printing checks. When you close December, the software will automatically update the vendor calendar totals for any checks written in January.

How to Print a List of Vendor with \$600 or more in the Calendar Year

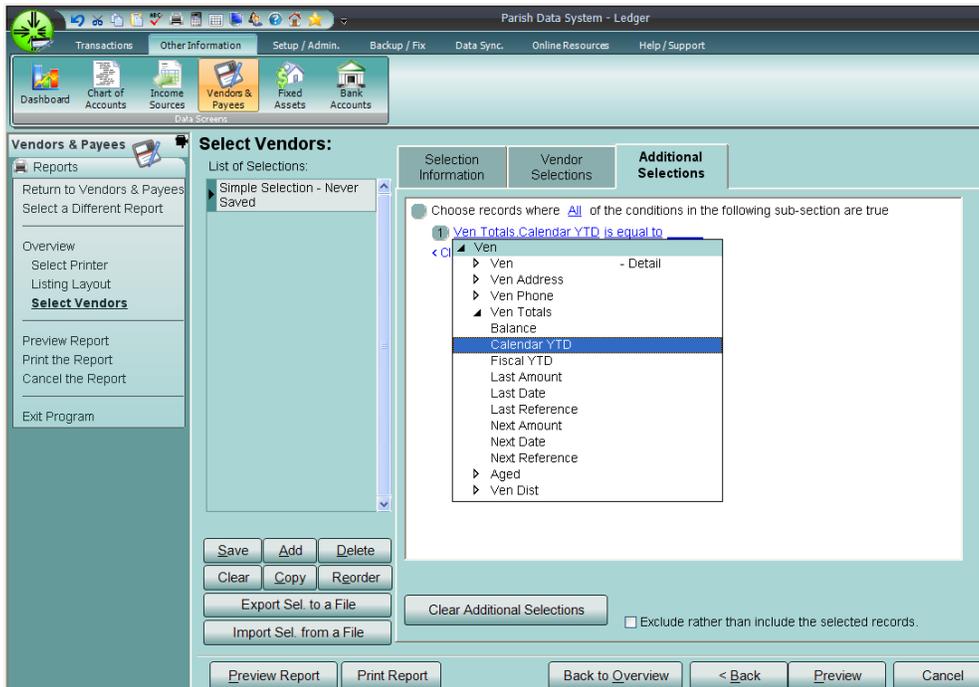
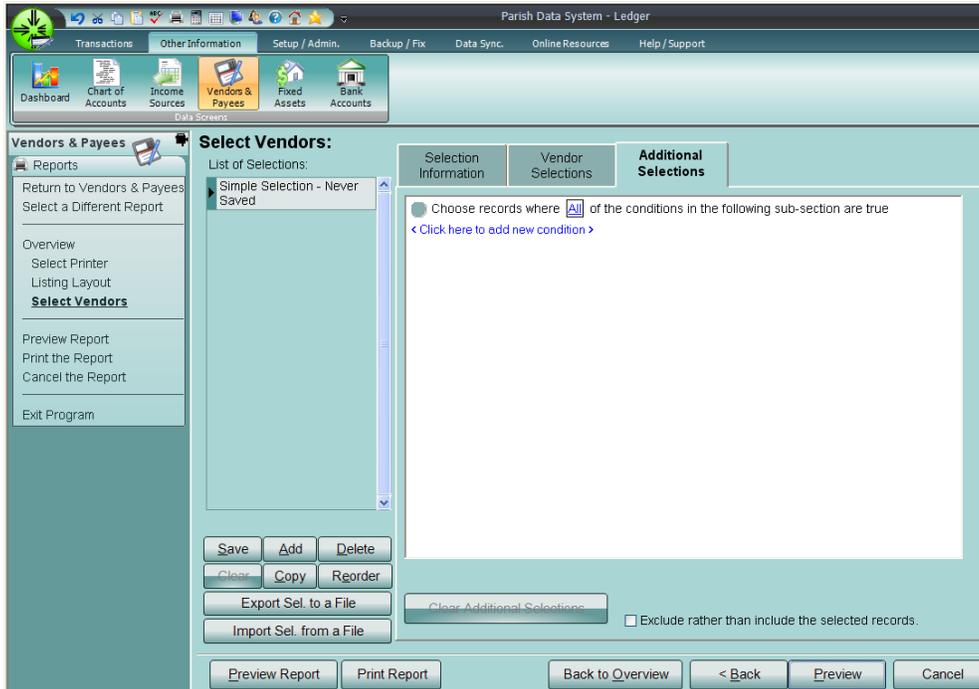
- Print of list of vendors with \$600 or more in the Calendar year and determine which vendors must receive a 1099.

1. Click: ***Other Information, Vendors & Payees, Reports, Vendor Reports, Listing Reports, List of Vendor YTD Payments***



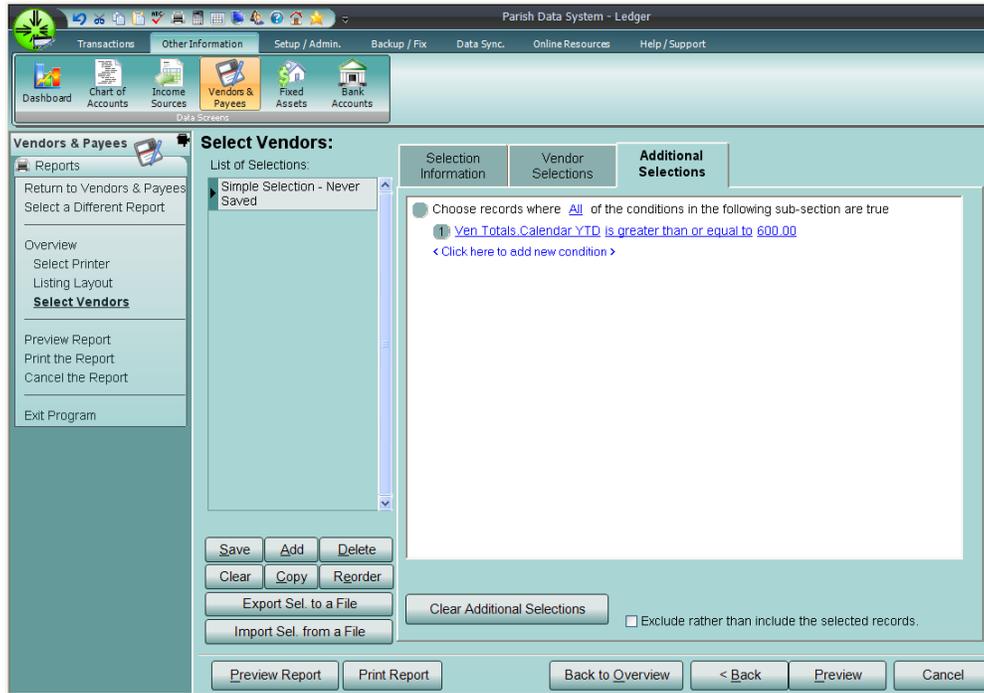
PDS Ledger Version 6 Thru 10 Calendar Year End Procedure

2. Click: Next, Next, Next, Next, Additional Selections tab, Click here to add new condition



3. Select the Ven Totals Calendar YTD field from the list of fields
4. Select Greater Than or Equal To
5. Key 600.00

PDS Ledger Version 6 Thru 10 Calendar Year End Procedure



6. Preview, Print, Ok, Close

PDS Ledger Version 6 Thru 10 Calendar Year End Procedure

7. Examine the report and determine which vendors are to receive 1099s. In addition, mark the appropriate vendors as 1099 = Yes on the Vendor Detail/Tax Info screen.

The screenshot displays the 'Vendors & Payees' screen in the PDS Ledger software. The interface includes a top navigation bar with tabs for Transactions, Other Information, Setup / Admin., Backup / Fix, Data Sync., Online Resources, and Help / Support. Below this is a toolbar with icons for Dashboard, Chart of Accounts, Income Sources, Vendors & Payees (highlighted), Fixed Assets, and Bank Accounts. A search bar and navigation controls are also present.

The main content area is titled 'Vendors & Payees:' and contains the following fields and options:

- Vendor Name: Joe's Snow Plowing Inactive
- Abbreviation: Joes ID Number:
- Tax Information:**
 - Date a W-9 was Sent:
 - Vendor has W-9 on File:
 - Taxpayer ID Number (TIN): 123-45-6789
 - Vendor Receives a 1099:
 - Type of Organization:
 - Corporation
 - Individual/Sole Proprietor
 - Name of the Individual:
 - Tax Exempt Organization
 - Government Agency
 - Partnership
 - Other (Specify):

A left-hand sidebar contains navigation options: Data Entry, Account Information, Tax Information (selected), Automatic Distribution, Transaction History, Other Tasks, Go to Invoices, Go to Paid Invoices, Go to Disbursements, Listing Screen Reports, and Exit Program.

8. Use this list to prepare the 1099s. Although Ledger-Payables can print the 1099s it is not recommended for the following reason:
 - A. Most parishes have just a few 1099 vendors
 - B. Laser printers cannot print carbon copies (a minimum of four copies are required)
9. After you have prepared the 1099s you may close the month of December.