Modify 1099 Transactions

✓ Use this option as needed to modify the 1099 Type settings on vendor check transaction records. These changes also update the appropriate 1099 fields in the Vendor List.

1. **Check YTD 1099 Totals**
   Menu: *Fund Accounting>Reference Tables>Vendor List*.

   a. Totals will be found under 1099 Information tab.

2. **If YTD amount is incorrect**
   Menu: *Fund Accounting>Reports>Daily Transaction Listings>Transaction Status Report*

   a. Search Vendor Transactions.
   b. <u>**Important:**</u> The Modify 1099 Transaction function requires **Disbursement Fund** and **Check Number** to complete process.

3. **Modify a 1099 Type on a Vendor Check Transaction**
   Menu: *Fund Accounting > Periodic Routines > Periodic Processing > Modify 1099 Transactions*

   a. Open the Modify 1099 Transaction Page
   b. Enter disbursement fund and check number (from Transaction Status Report). 1099 Form flag can be changed to adjust YTD 1099 total.

   c. Click OK to display check.
      If the check is not found, repeat **step b**. To determine whether a check exists, access the report through ***Fund Accounting > Reports > Accounts Payable Reports > Check Register***.
   d. In the 1099 Form fields, modify the 1099 codes for each detail line as needed. For example, if the code for a line transaction is N - No 1099, you can change the code to G - 1099-G. The option's settings include:

      1. M - 1099-Misc
      2. G - 1099-G
      3. I - 1099-Int
      4. N - No 1099

   e. When you finish changes for the current check, click **OK** to return to the Disbursement Fund field.