## What can I do now to make 1099 Processing go more smoothly at my firm?

One way to speed up the process is to make sure the vendors have been set-up properly. If you know when you set up a new vendor that a 1099 will more than likely be required at the end of the year, go ahead and set it up that way on the front end (i.e. include the 1099 type - typically 1099 Misc. - and obtain and enter the Federal Tax ID number or SSN if it is an individual).
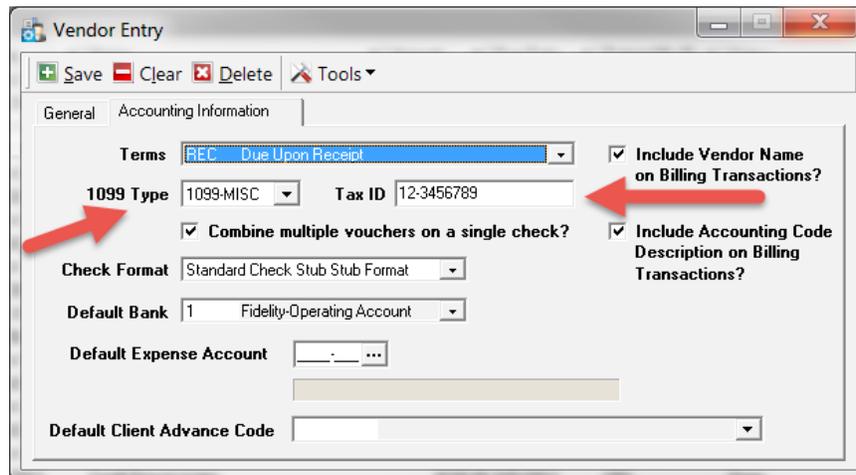
If the vendors are set up on the front end - when the vouchers are entered, the distribution flag will default to "yes".
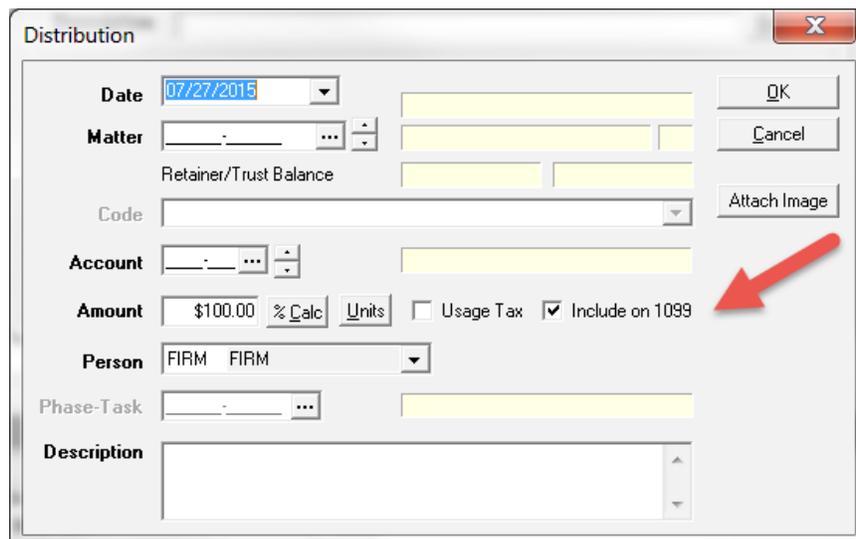
If you forget to set the vendor up on the front end (or you don't want the vendor to default to 1099's)…no need to panic, the flag can be changed on the vouchers (even the paid ones). In Vendor Status, call up the vendor that needs to receive a 1099, click on the "Vouchers" tab. Locate the voucher that needs to be flagged for a 1099; right-click on it and select "Change 1099 Flag". If the voucher has more than one distribution line, they will be listed. Select the ones you want to change the flag on and click OK.
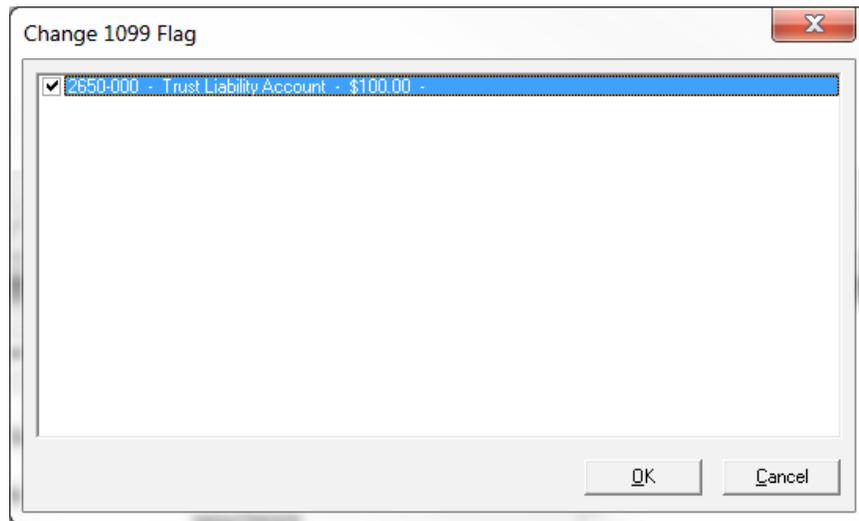
If the distribution line has been flagged and you don't want to include it, remove the check mark and click OK.