

SUPPORT CORNER



UPDATING YOUR 1099 & 1096 FORMS IN ORION FOR 2012

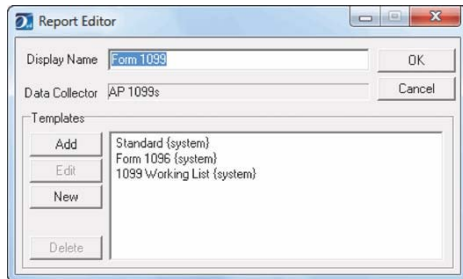
Background

Although the IRS may not change the layout or format of the 1099-MISC Form or the Form 1096 every year, there can be slight alignment changes needed due to the change in printing presses from year to year. As soon as the 1099 Forms are available from our supplier, we test the 1099 and 1096 styles on the current year form and make adjustments to the styles as needed. Although these changes are then compiled into the program, your firm may not get the update prior to the deadline for printing the forms. If there are any changes needed on the forms, not only are they compiled into the program but we also provide the revised form styles on our FTP site and will let you know of this (and the appropriate link) so you can download the revised styles.

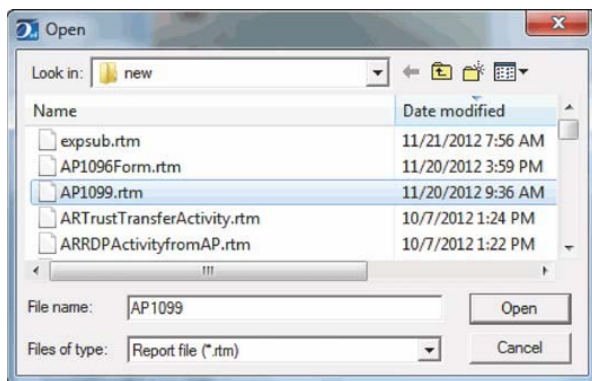
How to Download and Install Revised 1099 and 1996 Styles

Once you have [downloaded](#) the styles to a location accessible by the Orion program, you can load the styles on your system by doing the following:

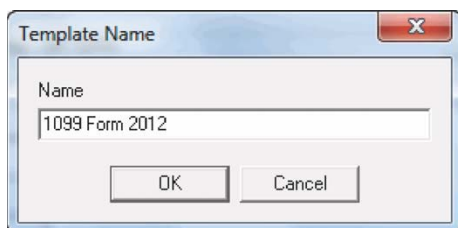
1. If you do not already have an existing Folder on the Site Defined/Custom Reports Tab in the Reporting System, you need to create one. To do this, access the Tab, right click and choose New, Folder. Enter a Folder name and click OK.
2. Access the Standard Reports Tab and locate the Form 1099 Report under the Journals and Registers Folder. Right click on the report and choose Add to Firm. A list of the Folders on the Site Defined/Custom Reports Tab will appear. Choose the Folder under which you want to place the report and click OK.
3. Access the Site Defined/Custom Reports Tab and locate the Form 1099 Report. Right click on the report and choose Edit. A screen similar to the following will appear:



4. Click the **ADD** Button and the following screen will appear:



5. Browse to the location where you saved the new style files, highlight the file named AP1099.rtm and click the **OPEN** Button. The following will appear:



6. Type in a name for the template and click the **OK** Button.
7. Repeat steps 1 through 4.
8. Browse to the location where you saved the new style files, highlight the file named AP1099Form.rtm and click the **OPEN** Button.
9. Type in a name (i.e., 1096 Form 2012) for the template and click the **OK** Button.
10. Click the **OK** Button to close the Edit process and you have updated your forms. When you print your 1099 Forms or the 1096 Form make sure you choose the new style(s) you added.

NOTE: If there is more than one occurrence of the Form 1099 Report on the Site Defined/Custom Reports Tab, the styles you are offered at the time of printing are always pulled from the first occurrence. Therefore, you need to either make sure you have only one occurrence of the report or add the new styles to the first occurrence.

Further Questions? Have a Support Tip idea? Let us know, at support@orionlaw.com.