



Knowledge Base Article

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Article ID: 4183
Subject: How to Enable, Verify, and Print Vendor 1099 Forms in Pro Gold i2
Last Modified: December 11, 2009
Applies to: Pro Gold i2 3.xx

Issue: Vendor 1099 Forms can be tracked, verified and printed from Pro Gold i2 if the 1099 records were kept in Pro Gold i2.

Resolution: Before the Vendor 1099 Forms are printed, the Vendor needs to be enabled to receive a Vendor 1099 Form. Follow the steps below to enable a vendor to receive a 1099 form from Pro Gold i2.

- **Step 1: Enable the 1099 for the Vendor:**
 - **Main Menu => Accounting => Vendors =>** select the **Work with Vendors** icon
 - Retrieve the appropriate Vendor record
 - In the 1099 Information area, check the **Report 1099** checkbox to enable 1099 reporting for the selected vendor
 - Enter the **Vendor's Tax ID #** in the **Fed Tax ID** field
 - Note: If the ID number has dashes (-), include those as you enter the number (ex: 33-3333333)
 - Use the **Adjust 1099** field to make changes to the reported 1099 amount as needed
 - **Note: 1099 adjust feature only works with "Vendor" type vendor records**
 - Click **Save** to save the changes and **Done** to close the vendor record
- **Step 2: Verify Vendor 1099 Records**
 - Vendor 1099 Form Report: shows the amounts for all 1099 vendors
 - Click on Vendor Reports in the Payables Tab
 - Select the Vendor 1099 Form Report
 - Enter the appropriate date range in the report criteria
 - Select "Preview" to view the amounts for each vendor on the report
 - **Checks by Payee Report:** shows the exact dollar amounts for a specific vendor
 - **Main Menu => Banking and Escrow =>** click the **Banking Reports** icon
 - Enter the appropriate date range in the report criteria
 - Select the **Bank Account** and **Payee (Vendor)** in the criteria section.
 - Select **Preview** to view the amounts paid to the vendor
- **Step 3: Print Vendor 1099 Form: Prints 1099 misc. data onto pre-printed laser 1099 Misc. Forms (2 per page)**
 - **Main Menu => Accounting => Vendors =>** select the **Vendor Reports** icon
 - Select the **Vendor 1099 Form** report
 - Select the appropriate date range in the report criteria
 - Select "Preview" to view the report
 - Load Laser 1099 Misc. Forms into the printer and select "p" on the keyboard to see the printer dialog
 - **Note:** Before printing the 1099 Misc. Forms, change the paper size of your printer settings to legal (even though the forms are 8 1/2 x 11 size). This can be done by selecting your printer properties.
 - Multiple copies can be printed by repeating the steps
 - **Note: The pre-printed laser forms can be obtained from any office supply store**
 - For more information on IRS reporting, use these convenient links:
 - <http://ftp.irs.gov/pub/irs-pdf/i1099gi.pdf>; <http://www.irs.gov/pub/irs-pdf/f1099msc.pdf>
 - <http://www.tax.ucla.edu/form%201099.htm>

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Knowledge Base Article

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Keywords: 1099 Form, End of Year Adjustments, Reporting Procedures, Vendor Earnings, 4183

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Released: December 11, 2009

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