



Long Business Systems, Inc. (LBSi)

Management Software Solutions

We help businesses manage for success

Cleveland – Columbus – Cincinnati - Pittsburgh

THE BEST-RUN BUSINESSES RUN SAP





1099 Setup and Reporting

Agenda:

- ❖ Define 1099 Table
- ❖ Setup 1099 Boxes and Minimum Values
- ❖ Update Business Partner
- ❖ Update AP Invoice
- ❖ Enter Opening Balances
- ❖ Print and Review Reports



Define 1099 Table

Go to: Administration > Setup > Financials < Define 1099 Tables

- o Specify required form types:
 - o 1099 INT – transactions related to loan interests
 - o 1099 DIV – 2005 – transactions related to profits
 - o 1099 MISC – general form for other transactions



Setup 1099 Boxes

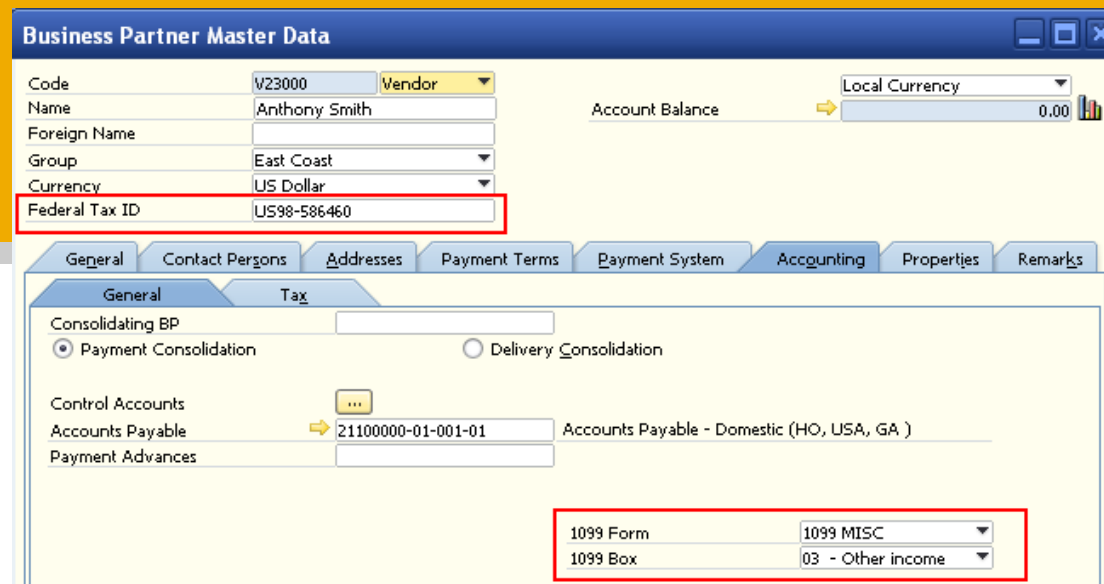
Go to: Administration > Setup > Financials < Define 1099 Tables

- o SAP provides Predefined codes for 1099 forms included
 - o Double click on the row number to add or modify information in box table
 - o Specify 1099 Minimum Values – vendors who do not reach this amount will not be reported



Default Vendor 1099 Setting

Go to: *Business Partners > Business Partner Data > Accounting tab*



The screenshot shows the SAP Business Partner Master Data window with the Accounting tab selected. The Federal Tax ID field is highlighted with a red box. In the Tax section, the 1099 Form and 1099 Box dropdowns are also highlighted with a red box.

Field	Value
Code	V23000 Vendor
Name	Anthony Smith
Foreign Name	
Group	East Coast
Currency	US Dollar
Federal Tax ID	US98-586460
Account Balance	Local Currency 0.00
Consolidating BP	
Payment Consolidation	<input checked="" type="radio"/>
Delivery Consolidation	<input type="radio"/>
Control Accounts	...
Accounts Payable	21100000-01-001-01 Accounts Payable - Domestic (HO, USA, GA)
Payment Advances	
1099 Form	1099 MISC
1099 Box	03 - Other income

- Federal Tax ID is required when making default selections
- Default selections pulled to each AP Invoice
 - ✓ 1099 Form
 - ✓ 1099 Box

Update AP Invoices



Go to: *Purchasing A/P > AP Invoice > Accounting tab*

The screenshot shows the SAP A/P Invoice Accounting tab. The 'Form 1099' dropdown is highlighted with a red box, showing '1099 MISC' selected. The 'Box 1099' dropdown shows '09 - Direct sales' selected.

Field	Value
Vendor	V70000
Name	SMD Technologies
Contact Person	Sarah Kierl
Vendor Ref. No.	
Local Currency	
No.	92
Status	Open
Posting Date	05/12/11
Due Date	06/13/11
Document Date	05/12/11
Journal Remark	A/P Invoices - V70000
Control Account	21100000-01-001-01 - Accounts
Payment Block	<input type="checkbox"/>
Max. Cash Discount	<input type="checkbox"/>
Payment Terms	2P10Net30
Payment Method	Outgoing Checks
Central Bank Ind.	
Installments	1
Manually Recalculate Due Date:	0 Months + 30 Days
Cash Discount Date Offset:	
BP Project	
Indicator	
Federal Tax ID	US11-345650
Order Number	0
Form 1099	1099 MISC
Box 1099	09 - Direct sales

- o Specify / modify 1099 Form and Box:
 - o Accounting tab:
 - o Default form and box displayed
 - o Use drop down to select or modify



Editing 1099 Information

- o Before Payment
 - o 1099 Form and Box information can be changed
 - o *Go to: Purchasing / AP > AP Invoice > Accounting tab –or –*
 - o *Go to: Financials > 1099 Editing*

A/P Invoice

Vendor: V70000
 Name: SMD Technologies
 Contact Person: Sarah Kierl
 Vendor Ref. No.:
 Local Currency:

No. Primary: 92
 Status: Open
 Posting Date: 05/12/11
 Due Date: 06/13/11
 Document Date: 05/12/11

Contents | Logistics | Accounting

Journal Remark: A/P Invoices - V70000
 Control Account: 21100000-01-001-01 - Accounts
 Payment Block
 Max. Cash Discount
 Payment Terms: 2P10Net30
 Payment Method: Outgoing Checks
 Central Bank Ind.:
 Installments: 1
 Manually Recalculate Due Date: 0 Months + 30 Days
 Cash Discount Date Offset:

BP Project:
 Indicator:
 Federal Tax ID: US11-345650
 Order Number: 0
 Form 1099: 1099 MISC
 Box 1099: 09 - Direct sales

Submitted

1099 Editing - Selection Criteria

Report Type

Open Invoices and Credit Memos
 Invoices and Credit Memos Not Marked as Submitted

Vendor

From: To:
 Group:
 Properties:

1099 Forms
 1099 Boxes

1099 Editing

Vendor Code	Vendor Name	Invoice No.	Posting Date	Invoice Amount	1099 Form	1099 Box	Payment Date	Payment Amount	1099 Amount
V70000	SMD Technologies	92	05/12/11	67,656.25	1099 MISC	09 - Direc	06/13/11	0.00	0.00

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Editing 1099 Information

- o After Payment
 - o 1099 amount information can be changed
 - o *Go to: Financials > 1099 Editing*

1099 Editing - Selection Criteria

Report Type

Open Invoices and Credit Memos

Invoices and Credit Memos Not Marked as Submitted

Vendor

From To

Group

Properties

1099 Forms ...

1099 Boxes ...

OK Cancel Select All

1099 Editing

Vendor Code	Vendor Name	Invoice No.	Posting Date	Invoice Amount	1099 Form	1099 Box	Payment Date	Payment No.	Payment Amount	1099 Amount
➔ V23000	Anthony Smith	➔ 91	12/31/10	5,000.00	1099 MISC	03 - Other in	12/01/11	➔ 69	5,000.00	5,000.00
➔ V23000	Anthony Smith	➔ 90	01/17/11	1,623.75	1099 MISC	07 - Nonemp	12/01/11	➔ 69	1,623.75	1,623.75



Enter Opening Balance

*Go to: Administration > System Initialization > Opening Balances > 1099
Opening Balances*

- Use to enter data from legacy system or vendor not setup as 1099
 - Specify group/range of vendors and click OK
 - Enter 1099 form, box, amount and date to be used
 - *Note: If not already set-up in SAP, enter this with 12/31/11 date to generate reports for 2011*





View and Print Forms

Go to: Financials > Financial Reports > Accounting > 1099/1096 Report

- Select report type to review or print
 - 1099 Summary Report
 - 1099 Form/Box Report
 - Form 1099
 - *Note: PLD form may need modified*





Thank you for taking time to participate in the SAP Business One User Group Meeting.

Please take a few minutes to respond to our survey and provide us with feedback and suggestions going forward.

- We are always looking for new clients to work with. And we would like to find more clients and partners like you – companies that are engaged, smart, and focused on their future.
- Can you help us out by referring LBSi to someone who could benefit from our services?





Next Meetings:

- Tuesday, Feb. 14, 2012
 - Cash Flow Reporting
- Tuesday, Mar. 13, 2012
 - TBA





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