



INNORMAX

**SAP Business One v10 –
How to Setup and Process
1099 Documents**

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**SAP[®] Business
ByDesign[™]**

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Table of Contents

1. Introduction
2. Vendor 1099 Setup
3. Entering AP Invoices
4. 1099 Editing
5. Print and Review 1099/1096 Reports
5. Other Reports

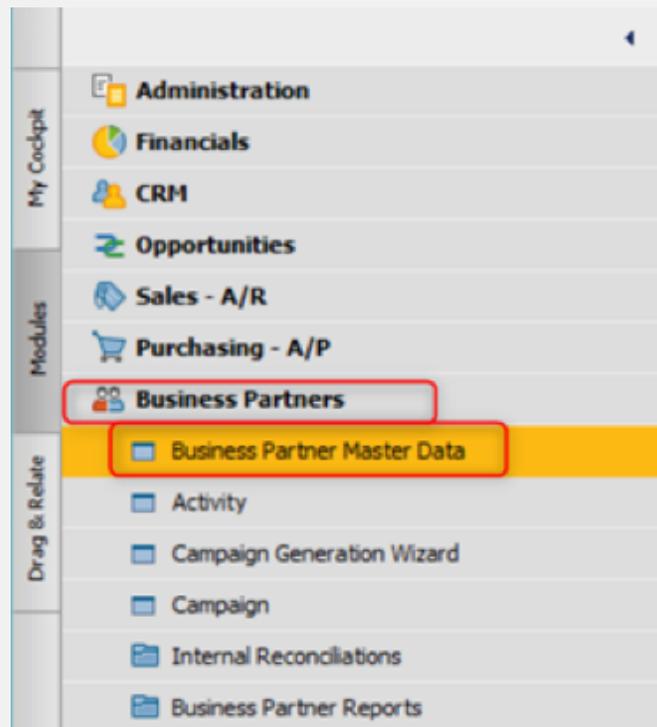
Introduction

1099 forms in SAP Business One are used for sending the details of outgoing payments paid to vendors, within a given calendar year, to the tax authorities.

In the next pages, you can find how to complete the vendor 1099, enter AP invoice, edit 1099, and print and review 1099/1096 reports all within SAP Business One.

Vendor 1099 Setup

1) From the Main Menu, Go to **Business Partner > Business Partner Master Data**.



2) Enter the vendor's Federal Tax ID.

3) Go to the **Accounting** tab and select 1099 form and 1099 box number. This selection will be the default on each AP Invoice.

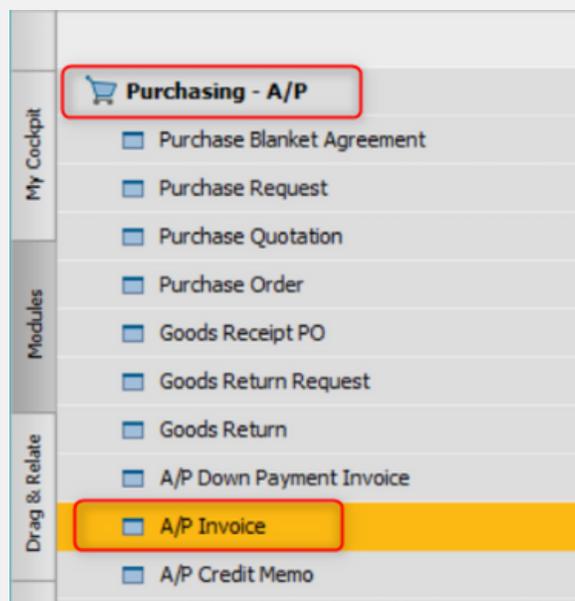
The screenshot shows the 'Business Partner Master Data' window. The 'Accounting' tab is selected. At the bottom of the window, there are two dropdown menus: '1099 Form' and '1099 Box'. The '1099 Form' dropdown is currently set to '1099 MISC' and the '1099 Box' dropdown is set to '01 - Other Income'. Both dropdowns are highlighted with a red rectangular box.

Entering AP Invoices

The A/P invoice is a request for payment. It also records the 1099 amounts.

- 1099 Form and Box types are specified at the AP Invoice entry stage.
- 1099 Form and Box types may be edited later in 1099 Editing window.

1) From the Main Menu, Go to **Purchasing – A/P > A/P Invoice**



2) On the Accounting tab, you can modify the 1099 form and box when adding an AP Invoice.

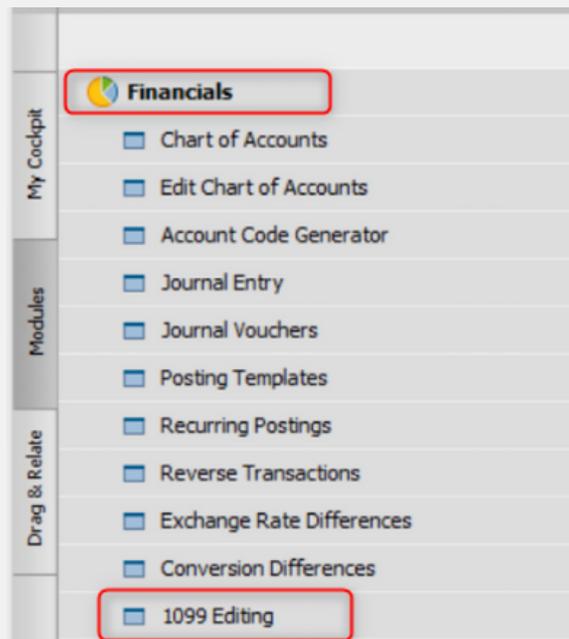
The screenshot shows the 'A/P Invoice' window with the 'Accounting' tab selected. The 'Form 1099' dropdown is set to '1099 MISC' and the 'Box 1099' dropdown is set to '03 - Other Income'. Both dropdowns are highlighted with a red box.

1099 Editing

Use this function to update the 1099 values and 1099 amounts in existing A/P invoices, and in A/P credit memos that are not based on A/P invoices.

- 1099 Form and Box information can be changed.
- 1099 Amount can be changed.

1) From the Main Menu, Go to **Financials > 1099 Editing**



- **1099 Editing – Before Payment**

1099 Form and Box information can be changed.

- **Selection Criteria**

1) Select the following display option:

Report Type - Open Invoices and Credit Memos

2) Select remaining selection criteria and click OK.

From...To...

Specify a range of vendor codes to display only documents linked to the vendors within the defined range.

Group

Specify a vendor group to display only documents linked to the vendors assigned to the selected group.

Properties

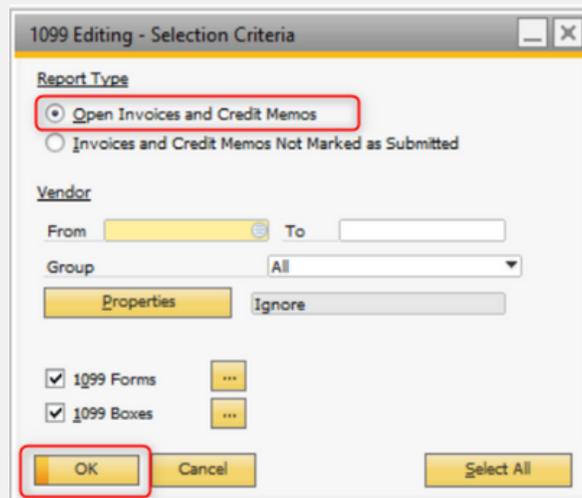
Opens the Properties window, in which you can set additional selection criteria based on business partner properties.

1099 Forms

Opens the 1099 Report – Selection Criteria window, where you can select the 1099 forms to be included in the selection criteria.

1099 Boxes

Opens the 1099 Boxes – Selection Criteria window, in which you can select the 1099 boxes to be included in the selection criteria.



3) Edit 1099 Form and/or Box.



Vendor Code	Vendor Name	Invoice No.	Posting Date	Invoice Amount	1099 Form	1099 Box	Payment Date	Payment Amount	1099 Amount
V22001	ABC Co.	1287		2,500.00	1099 MISC	03 - Other income		0.00	0.00

- **1099 Forms**

1099 Amount can be changed.

- **Selection Criteria**

1) Select the following display option:

Report Type - Invoices and Credit Memos Not Marked as Submitted

2) Select remaining selection criteria and click OK.

From...To...

Specify a range of vendor codes to display only documents linked to the vendors within the defined range.

Group

Specify a vendor group to display only documents linked to the vendors assigned to the selected group.

Properties

Opens the Properties window, in which you can set additional selection criteria based on business partner properties.

1099 Forms

Opens the 1099 Report – Selection Criteria window, where you can select the 1099 forms to be included in the selection criteria.

1099 Boxes

Opens the 1099 Boxes – Selection Criteria window, in which you can select the 1099 boxes to be included in the selection criteria.

1099 Editing - Selection Criteria

Report Type

Open Invoices and Credit Memos

Invoices and Credit Memos Not Marked as Submitted

Vendor

From To

Group

1099 Forms

1099 Boxes

3) Change 1099 amount and click update.

Vendor Code	Vendor Name	Invoice No.	Posting Date	Invoice Amount	1099 Form	1099 Box	Payment Date	Payment No.	Payment Amount	1099 Amount
⇒ JC	James Chan	⇒ 1211		1,000.00	1099 MISC	03 - Other In		⇒ 269	1,000.00	500.00
⇒ V990	Velentium	⇒ 1240		1,000.00	1099 MISC	03 - Other In		⇒ 281	1,000.00	1,000.00
⇒ V990	Velentium	⇒ 1241		1,000.00	1099 MISC	03 - Other In		⇒ 282	1,000.00	1,000.00
⇒ V22000	Ocean Computer	⇒ 1277		901.00	1099 MISC	03 - Other In		⇒ 288	901.00	901.00
⇒ V22001	ABC Co.	⇒ 1287		2,500.00	1099 MISC	03 - Other In		⇒ 290	2,500.00	2,500.00
⇒ V990	Velentium	⇒ 12		-500.00	1099 MISC	03 - Other In		⇒ 282	-500.00	-500.00

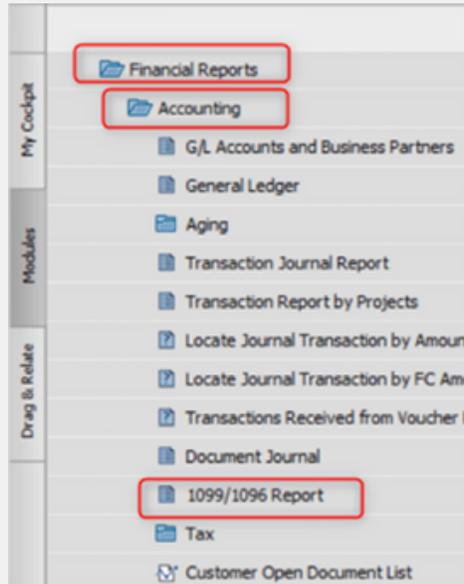
Print and Review 1099/1096 Reports

1099 forms vs. 1096 form:

- 1099 forms are used for sending the details of outgoing payments paid to vendors within given calendar year, to the tax authorities.
- 1096 form is an annual summary of all payments grouped by type of form

This report enables you to retrieve the information required for both 1099 and 1096 reports and print it on the preprinted official forms.

1) From the Main Menu, Go to Financials > Financial reports > Accounting > 1099/1096 Report



- **Selection Criteria**

1) Select the following display options:

- **1099 Vendor Summary Report**

Specifies that the 1099 report should be summarized by vendors.

- **1099 Summary by Form/Box Report**

Specifies that the 1099 report should be summarized by 1099 forms or 1099 groups.

- **1099 Form**

Generates the 1099 report for one 1099 form only. The report results are summarized by vendors. The print layout for this report is designed for printing on official 1099 forms.

- **1096 Form**

Generates the 1096 report. This is an annual report that summarizes all the payments by box type. The print layout is designed for printing on an official 1096 form.

The screenshot shows the '1099/1096 Report - Selection Criteria' dialog box. The 'Report Type' section is highlighted with a red box, showing radio buttons for '1099 Vendor Summary Report', '1099 Summary by Form/Box Report', '1099 Form', and '1096 Form'. The 'Show Not Submitted' radio button is selected. Other options include '1099 Forms', '1099 Boxes', 'Include Payments Which Are Not Based on Invoices', and 'Include Vendors with 1099 Amount Lower than Required'. There are also fields for 'Vendor', 'Vendor Group', and 'Posting Date'.

- **Show Not Submitted**

Report includes only documents that are not yet marked as submitted.

- **Show Submitted**

Report includes documents that are marked as submitted. Submitted means the 1099 has already been printed and submitted.

The screenshot shows the '1099/1096 Report - Selection Criteria' dialog box. The 'Show Not Submitted' radio button is highlighted with a red box. The '1099 Form' radio button is selected. Other options include '1099 Forms', '1099 Boxes', 'Include Payments Which Are Not Based on Invoices', and 'Include Vendors with 1099 Amount Lower than Required'. There are also fields for 'Vendor', 'Vendor Group', and 'Posting Date'.

- **1099 Forms**

Opens the 1099 Report – Selection Criteria window, where you can select specific 1099 forms to be included in the report.

- **1099 Boxes**

Choose the button to open the 1099 Boxes – Selection Criteria window, where you can select specific 1099 boxes to be included in the report.

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted
 1099 Summary by Form/Box Report Show Submitted
 1099 Form
 1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices
 1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From To
 Vendor Group

Posting Date From To

- **Include Payments Which Are Not Based on Invoices**
Report includes payments created for vendors, not based on invoices.
- **Include Vendors with 1099 Amount Lower than Required**
Report includes vendors with 1099 amounts lower than the minimum amount defined for the box assigned to them. This amount is set in the 1099 Box Table. (See additional Screenshot below).

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted
 1099 Summary by Form/Box Report Show Submitted
 1099 Form
 1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices
 1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From To
 Vendor Group

Posting Date From To

- Vendor Group

Report includes only vendors linked to the group specified here. Choose All to include vendors of all groups.

- Properties

Opens the Properties window, where you can select business partner properties as selection criteria for the report.

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted
 1099 Summary by Form/Box Report Show Submitted
 1099 Form
 1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices
 1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From To

Vendor Group

Posting Date From 01/01/2020 To 12/31/2020

- Posting Date From, To

1) Specify the posting date range to be included in the report. By default, the range representing the calendar year of the current system date appears. Click Ok.

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted
 1099 Summary by Form/Box Report Show Submitted
 1099 Form
 1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices
 1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From To

Vendor Group

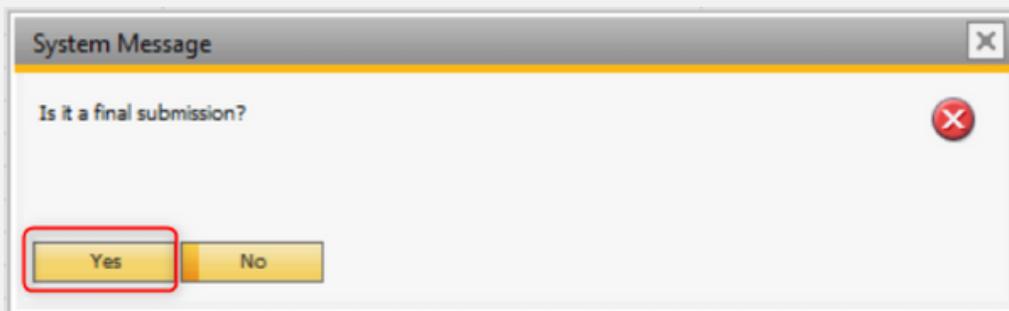
Posting Date From 01/01/2020 To 12/31/2020

2) Report Displays. Put Preprinted 1099's in the printer Click Print or Preview (You can print from Preview) If printing 1096 report, put preprinted 1096 forms in printer.



Vendor Name	Vendor Tax ID	1099 Form	1099 Box	Total Payments
→ Ocean Computers tit	76-5766545	1099 MISC	Other income	901.00
Total		Ocean Computer		901.00
→ ABC Co.	76-5766545	1099 MISC	Other income	2,500.00

3) If the 1099 printed correctly, you will select Yes to Final Submission. If the 1099's didn't print correctly, you will select No.

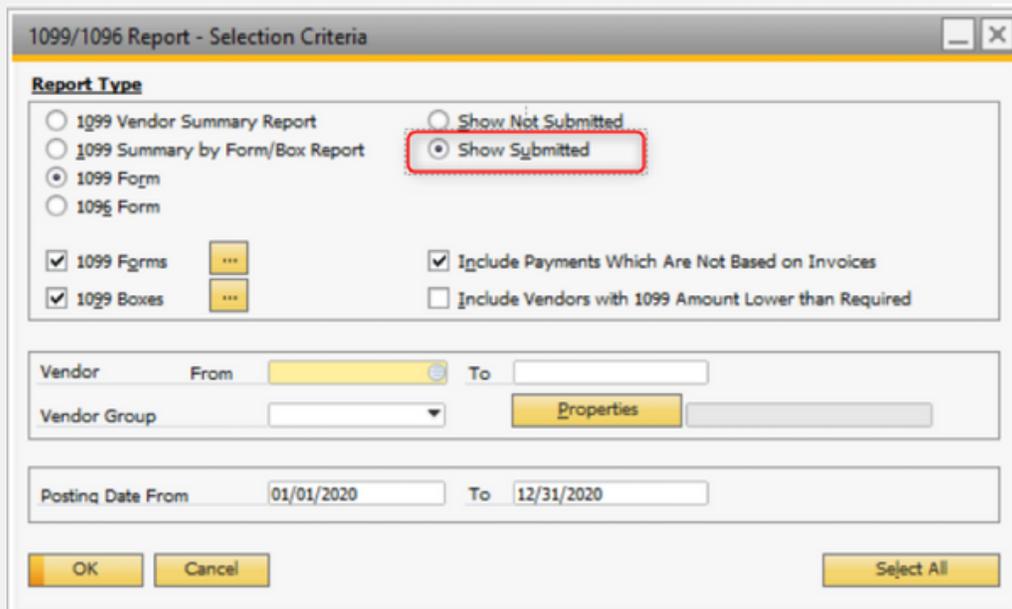


System Message

Is it a final submission?

Yes No

To reprint submitted 1099's go to *Selection Criteria* window and select the option for **Show Submitted**.



1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted

1099 Summary by Form/Box Report Show Submitted

1099 Form

1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices

1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From To

Vendor Group

Posting Date From To

Other Reports

- 1096 Report

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted
 1099 Summary by Form/Box Report Show Submitted
 1099 Form
 1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices
 1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From: To:
 Vendor Group:

Posting Date From: To:

1096 Form Printing

Vendor Name	Vendor Tax ID	Address	Total Payments
1099 MISC	Other income		3,734.00
Ocean Computers tbt	76-5766545	Ashton New Rd Port Huron MI 4806	901.00
ABC Co.	76-5766545	Ashton New Rd Port Huron MI 4806	2,500.00
Valentium	11-11111111		333.00
1099 MISC			2,500.00
ABC Co.			2,500.00
			6,234.00

1096 Form (System)

Page 1 of 1

OEC Computers
 1000 Main St
 Houston TX 77077

- 1099 Vendor Summary Report

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report
 Show Not Submitted
 1099 Summary by Form/Box Report
 Show Submitted
 1099 Form
 1096 Form

1099 Forms ...
 Include Payments Which Are Not Based on Invoices
 1099 Boxes ...
 Include Vendors with 1099 Amount Lower than Required

Vendor From: To:
 Vendor Group:

Posting Date From: To:

1099 Vendor Summary Report

Vendor Name	Vendor Tax ID	1099 Form	1099 Box	Total Payments
↳ Ocean Computers bt	76-5766545	1099 MISC	Other income	901.00
Total		Ocean Computer		901.00
↳ ABC Co.	76-5766545	1099 MISC	Other income	2,500.00
↳ ABC Co.				2,500.00
Total				5,000.00
↳ Valentium				333.00
Total				333.00

1099 Report by Vendor (System)

Page 1 of 1

Date: 01/08/2022
Time: 09:53

Vendor	Vendor Tax ID	1099 Form	1099 Box	Total Payments	1099 Payments
Ocean Comput	76-5766545	1099 MISC	Other income	901.00	901.00
Total		Ocean Computers		901.00	901.00
ABC Co.	76-5766545	1099 MISC	Other income	2,500.00	2,500.00

- 1099 Summary by Form/Box Report

1099/1096 Report - Selection Criteria

Report Type

1099 Vendor Summary Report Show Not Submitted
 1099 Summary by Form/Box Report Show Submitted
 1099 Form
 1096 Form

1099 Forms Include Payments Which Are Not Based on Invoices
 1099 Boxes Include Vendors with 1099 Amount Lower than Required

Vendor From: To:
 Vendor Group: **Properties**

Posting Date From: To:

1099 Summary by Form/Box Report

Vendor Name	Vendor Tax ID	Address	Total Payments
1099 MISC	Other income		3,734.00
Ocean Computers bt	76-5766545	Ashton New Rd Port Huron MI 4806	901.00
ABC Co.	76-5766545	Ashton New Rd Port Huron MI 4806	2,500.00
Valentium	11-11111111		333.00
1099 MISC			2,500.00
ABC Co.			2,500.00

1099 Report by Form/Box (System)

Page 1 of 1

Date: 01/09/2022
Time: 09:55

Vendor	Vendor Tax ID	Address	Total Payments	1099 Payments
1099 MISC	Other income	Ashton New Rd	3,734.00	3,734.00
Ocean Comput	76-5766545	Port Huron MI 48060 USA	901.00	901.00
ABC Co.	76-5766545	Ashton New Rd Port Huron MI 48060 USA	2,500.00	2,500.00

Collapse

Scheduled for Today

SAP Business One – How to Setup and Process 1099 Documents in SAP Business One



Innormax can help guide you through the analysis and implementation of the most suitable solution for your company. Our consultants have a long track record of helping businesses of all shapes and sizes succeed in many different industries in the area of traceability.

Using our resources and supporting technology like SAP Business One Lot Tracking & Batch Traceability, we are the trusted advisors you need to help your business succeed.

[Contact Innormax](#) today to get started with your customized solution.



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