



## Tip of the Month – December 2003

### Vendor 1099 Updates

In preparation for the calendar year-end, you may need to update a vendor's 1099 amount. In Microsoft Business Solutions - Great Plains version 7 and 7.5, you will need to do the following:

- Go to Cards-Purchasing-Summary
- Enter a 1099 vendor ID
- Click the 'Period Tab'
- If the current display is not 'Calendar Year' you will need to change the view to 'Calendar Year'
- Then type the calendar year
- You may enter your adjustment to the 1099 amount in any of the periods. Keep in mind that to enter an increase in the current amount, you will enter a positive amount and to enter a decrease, you will enter a negative amount
- Save the window

In Microsoft Business Solutions - Great Plains version 6, you will need to do the following:

- Go to Cards-Purchasing-Summary
- Enter a 1099 vendor ID
- Click the 'Yearly Tab'
- You will enter the adjusted amount in the 'Year to Date' 1099 amount field
- Click 'Ok' and save the window

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