

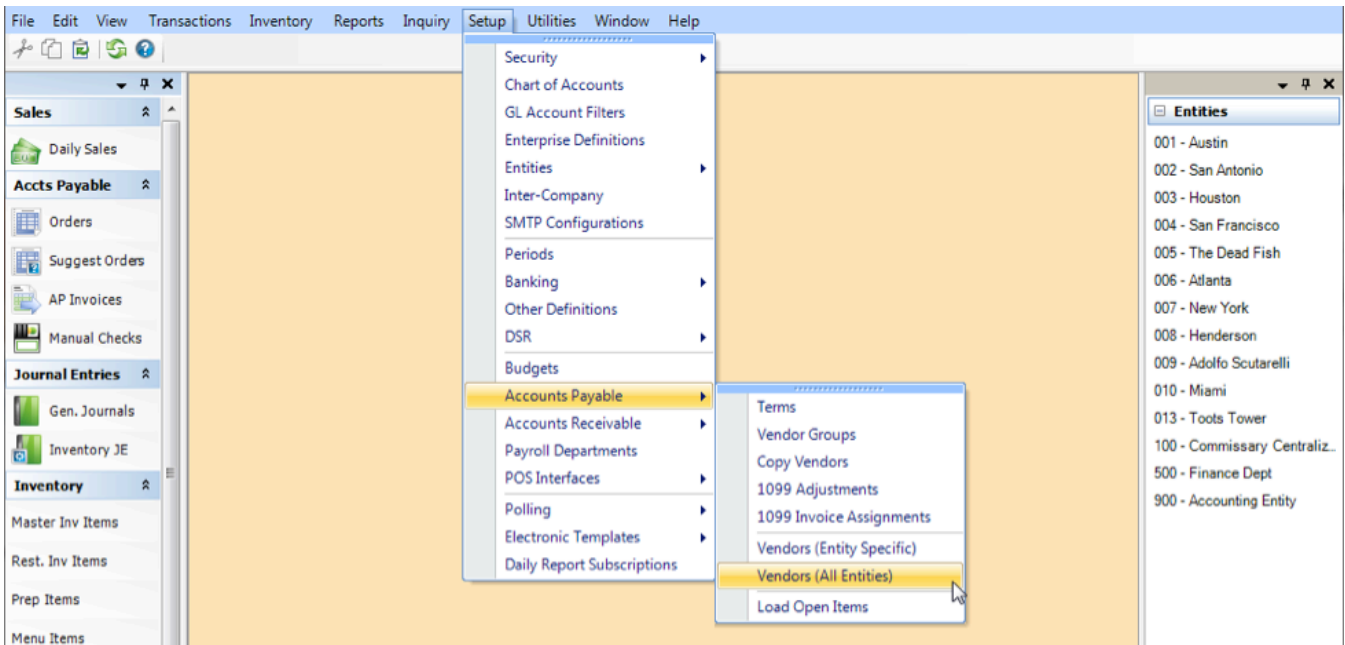


FAQ

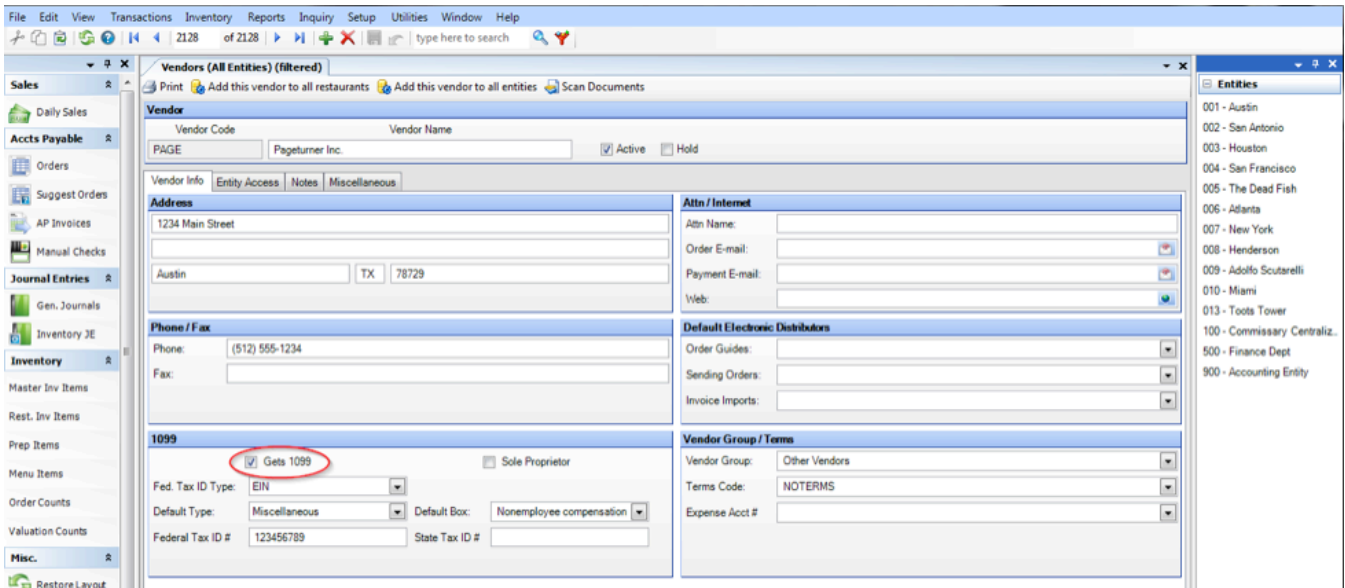
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How do I make a vendor a 1099 vendor?

In order for a vendor to be included in the 1099 export from Compeat, they must be set up as a 1099 vendor.



1. Go to **Setup > Accounts Payable > Vendors (All Entities)**.
2. Select the vendor record you wish to edit, or click **New Record** to create a new vendor record.



3. In the **1099** box, make sure the **Gets 1099** box is checked.
4. Fill out the necessary information for the vendor.
5. **Save** your changes.

IMPORTANT: Once a vendor is set up as a **Gets 1099** vendor, invoices moving forward are marked for the 1099 export. If you are making an existing vendor a **Gets 1099** vendor, you must run the **1099 Invoice Assignments** to mark invoices entered prior to the **Gets 1099** setup.

Was this Helpful ?

yes

no

Why doesn't this credit memo show in my payment batch?

Why is there an asterisk next to the items on my Inventory Count Variance Report?

How do I view which vendors are receiving a 1099 for this tax year?

[How do I make a vendor a 1099 vendor?](#)

How do I make an vendor's invoice with a different 1099 box type than the default?

I am trying to import vendor files but Compeat says the directory doesn't exist. What do I do?

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

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