

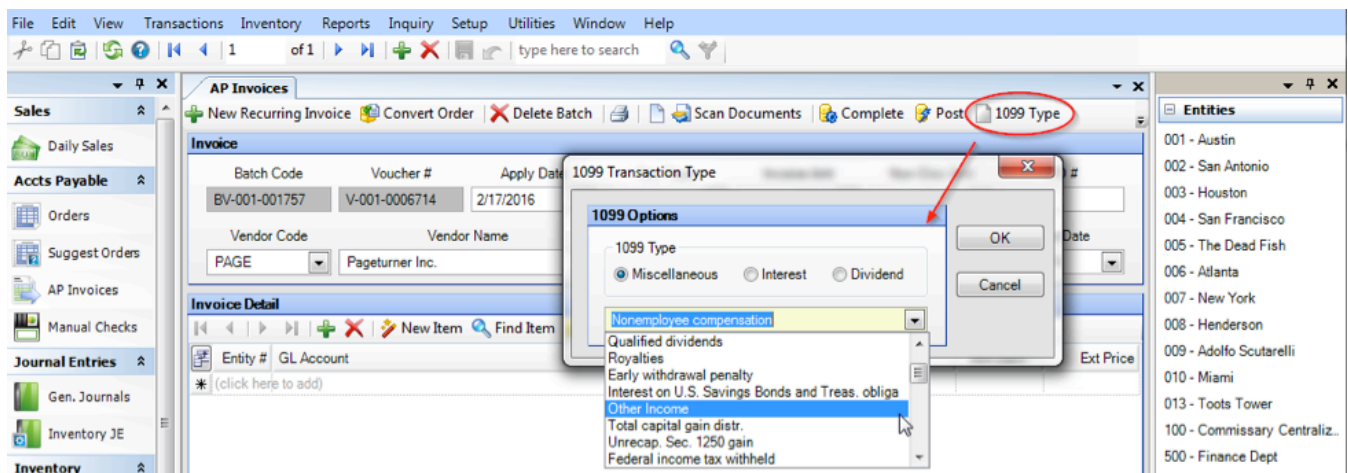


## FAQ

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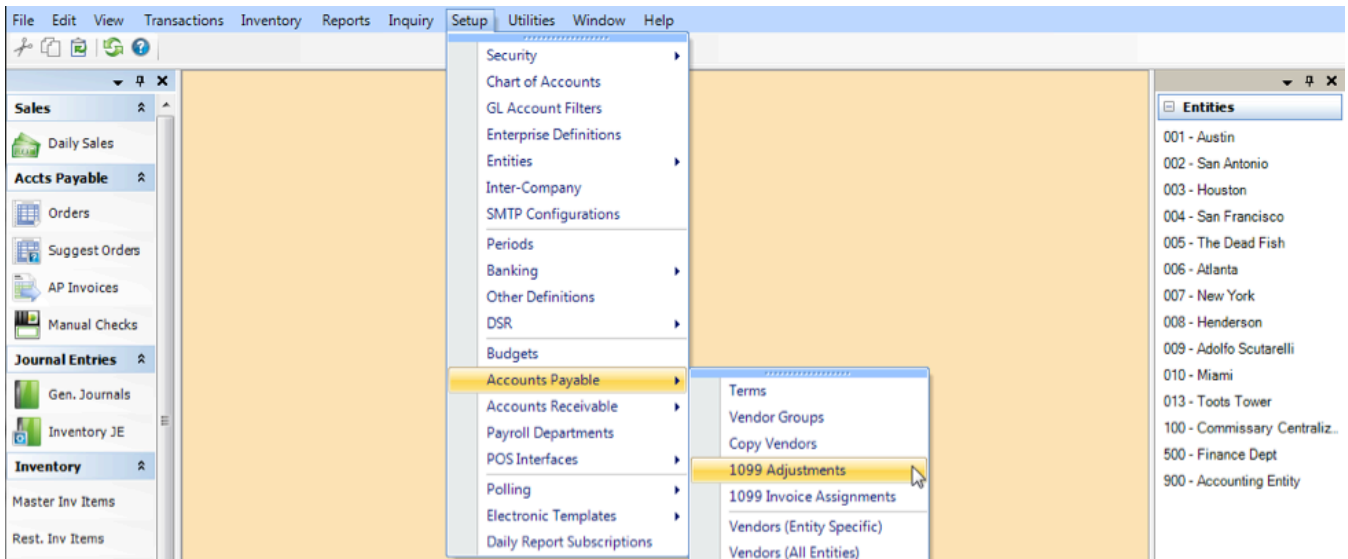
### How do I make an vendor's invoice with a different 1099 box type than the default?

If you are needing to set an invoice's **1099 Box Type** different than that of the vendor's default box type, you can do so on the **AP Invoice Screen** when you are creating the invoice.



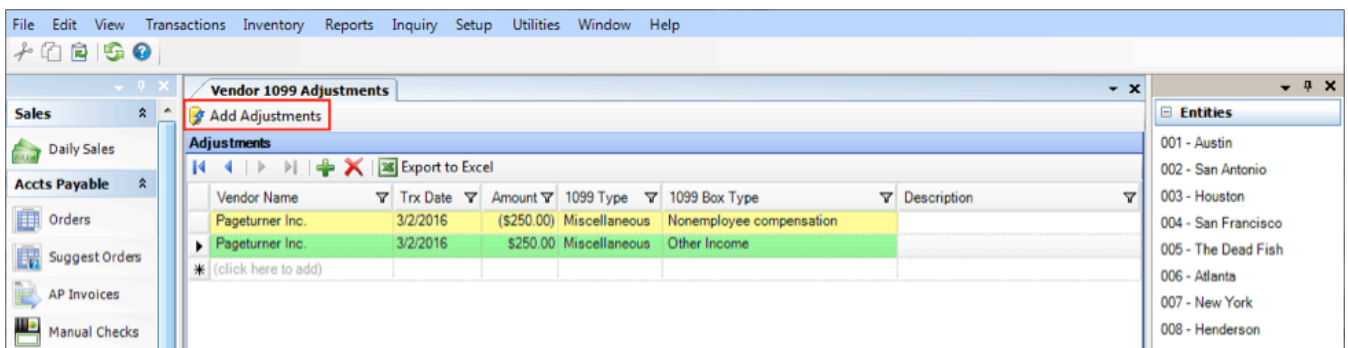
1. On the **AP Invoices** screen, select the **1099 Type** icon in the upper-right corner.
2. On the **1099 Transaction Type** box, re-assign the **1099 Type** and **1099 Box Type** and click **OK**.

If you have an invoice that has already been paid that should've been marked as a different **1099 Box Type** than that of the vendor's default box type, you must make an adjustment.



1. Go to **Setup > Accounts Payable > 1099 Adjustments**.
2. On the **Vendor 1099 Adjustments** screen, you must make two adjustments. First, enter the **vendor name**, a date **within the tax year**, and the amount of the invoice as a **negative amount**. Set the **1099 Type** and **1099 Box Type** to those *initially* set for the invoice (see **yellow highlight** in the below screenshot). Next, enter the **vendor name**, a date **within the tax year**, and the amount of the invoice **as a positive amount**. Set the **1099 Type** and **1099 Box Type** to those that *should've* been set for the invoice (see **green highlight** in the below screenshot).

### 3. Click **Add Adjustments**



If you wish to view your adjustments on a report, you can run the **Vendor Payment** report:

Entity #	Batch Code	Voucher #	Trx Date	Payments	1099 Type	1099 Box
<b>PAGE</b> Pageturner Inc.						
001	BM-001-000571	C-001-0003448	01/06/2016	\$450.00	Misc	7
001	BM-001-000572	C-001-0003449	03/02/2016	\$250.00	Misc	7
001	ADJUSTMENT	ADJUSTMENT	03/02/2016	(\$250.00)	Misc	7
001	ADJUSTMENT	ADJUSTMENT	03/02/2016	\$250.00	Misc	3
<b>Total Payments</b>				\$700.00		
<b>Grand Total</b>				\$700.00		

4 total records

1. Go to **Reports > Accounts Payable > Vendor Payments**.
2. Run the report for the **specific vendor** for the correct **tax year**.
3. On the report, you will see both adjustments—the subtraction of the original type and the addition of the new type.

Was this Helpful ?

yes

no

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?

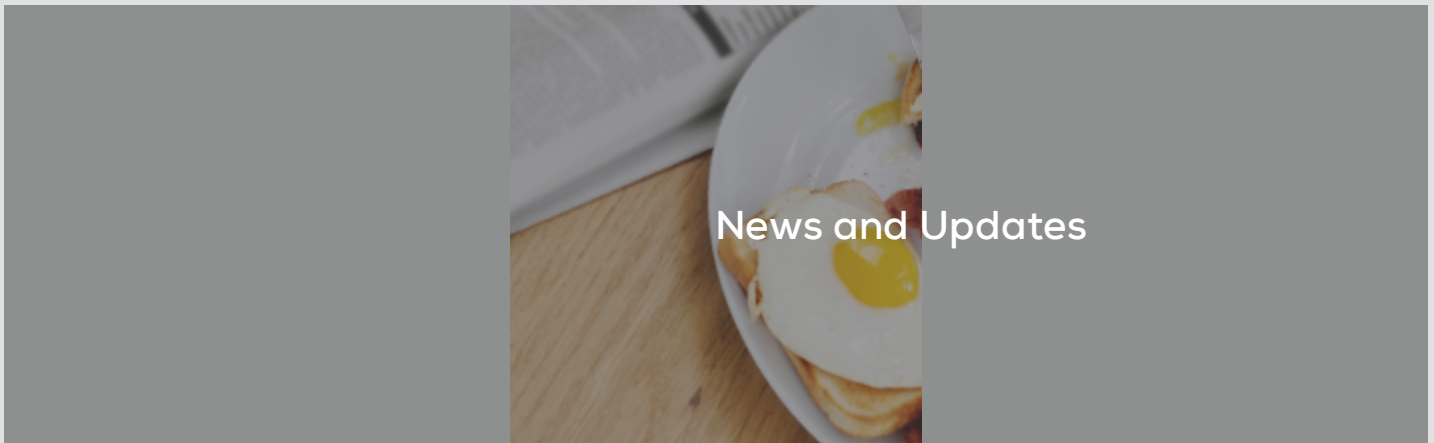
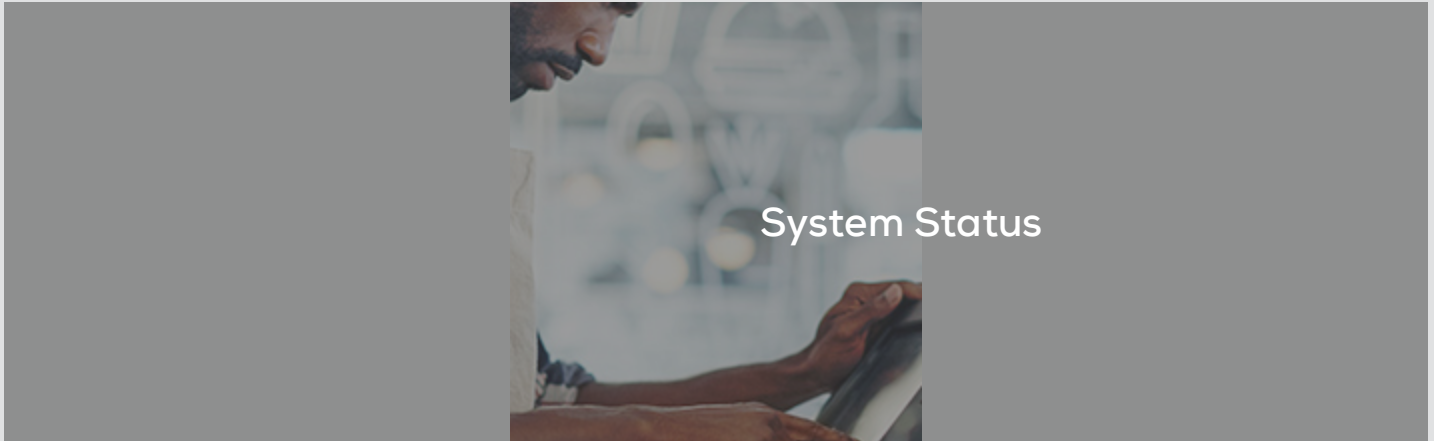
I get a catch weight error when importing invoices. What do I do?

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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