

Compeat Help

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Review 1099 Vendor Transactions

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You can easily view 1099 vendor invoices, payments, and adjustments for the tax year by running the Vendor Payments report. We strongly recommend you review this report to ensure vendor transactions are correctly marked for the 1099 export. Doing so also allows you to determine whether you need to make any [1099 adjustments](#).

Run the Vendor Payment Report

Access the Vendor Payments report by navigating to **Accounting > Reports > Accounts Payable > Vendor Payments**.

Vendor Payments

Entities
Austin

Test

Test2

Vendor

From Date: 01/01/2016 To Date: 12/31/2016

Initial View

Expanded Collapsed

Payment Options

Include Invoices
 Include Manual Checks
 Include 1099 Adjustments

- » **Define your tax year.** Make sure you've set the *From Date* and *To Date* fields to capture the entire tax year. This ensures corresponding transactions and adjustments for vendors appear on this report.
- » **Set your view to expand.** Your report will display all transactions by vendor. If you run the report collapsed, the grand total for the vendor may look correct, but you must view the individual transactions to know whether they're correctly marked as 1099.
- » **Select all payment options.** This ensures that Compeat includes all transactions and 1099 adjustments for the tax year.

Review Vendor Payment Report

The far-right columns—*1099 Type* and *1099 Box*—show you whether a transaction is marked as 1099.

Vendor Payments

Austin, Entity #1
01/01/2016 to 12/31/2016

| Entity # | Batch Code | Voucher # | Trx Date | Payments | 1099 Type | 1099 Box |
|----------|-----------------|---------------|------------|-----------------------|-----------|----------|
| ☐ PAGE | Pageturner Inc. | | | | | |
| 001 | BM-001-000571 | C-001-0003448 | 01/06/2016 | \$450.00 | | |
| 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 |
| | | | | Total Payments | \$700.00 | |

- » **Vendor missing 1099 information?** It could be that the vendor was never setup up as a 1099 vendor. First, ensure you **complete the setup** on the vendor's record so that Compeat marks transactions moving forward as 1099. Then, mark existing transactions as 1099 using the **1099 Invoice Assignment** utility.
- » **Transaction marked with the wrong 1099 type or box type?** You can easily make an adjustment with the help of our Vendor 1099 Adjustments

We recommend that if you use either of the above utilities to correct 1099 Types and 1099 Box Types, that you re-run the Vendor Payment report afterward to confirm the changes made are to your satisfaction.

Updated on January 28, 2020

Tagged: [1099 report](#) [view 1099](#)