

Compeat Help

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View 1099 Vendors

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If you wish to review existing vendors to determine whether they are set up as a 1099 vendor, you can do so without viewing each vendor's individual record.

Access your Vendor listing by navigating to **Accounts Payable > AP Settings > Vendors (All Entities)**.

View Vendor Listing

Vendors (All Entities)

EXPORT TO EXCEL

Search Hide Inactive Vendor Group...

+ CREATE NEW VENDOR INACTIVATE SELECTED VENDORS

Address #1 Address #2 City State Zip Code

Active Hold Phone # Fax # Gets 1099

Tax ID # Show Prices on Orders Minimum Order Amount Enforce Min Order Amount Attention Name

Order Email Payment Email Web Address Vendor Group Terms Code

Expense Account External Vendor Code Entity This Vendor Represents Notes ACH Enabled

COLUMNS

<input type="checkbox"/>	Vendor Name	Vendor Code	City	State	Active	Hold	Gets 1099	Terms Code
<input type="checkbox"/>	1000BULBS	1000BULBS	AUSTIN	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7 days
<input type="checkbox"/>	1209 W University Ave, LLC	1209WUNIV	HOUSTON	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	on receipt
<input type="checkbox"/>	4 INKJETS	4INKJETS	AUSTIN	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Net 15
<input type="checkbox"/>	7-ELEVEN	7ELEVEN	HOUSTON	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7 days
<input type="checkbox"/>	A LOCKSMITH	ALOCKSMITH	AUSTIN	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DUE ON 20TH
<input type="checkbox"/>	A Look From Above, LLC	LOOKABOVE	HOUSTON	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	on receipt
<input type="checkbox"/>	A-Bear Refrigeration	ABEAR	AUSTIN	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Net 30

Select *Columns* on the right side of the page. Here you can customize which columns display in the listing, but you want to ensure that you've selected the *Gets 1099* checkbox. Vendors set up as a 1099 vendor display a checked box in the *Gets 1099* column.

Common Questions

- » **Looking for a specific vendor?** Enter the vendor name in the search field to filter the listing. A quick glance at the *Gets 1099* column will tell you whether they are set up as a 1099 vendor.
- » **Vendor not set up as a 1099 vendor?** Easily set up a vendor as a 1099 vendor on the **vendor record**. If a vendor have invoices entered prior to this setup, you will need to **mark those invoices as 1099**.
- » **What if the vendor is inactive?** Your Vendor listing defaults to hide inactive vendors, so de-select the *Hide Inactive* checkbox if you wish to view all vendors. If a currently inactive vendor was active at any point within the fiscal year and received an invoice that is considered a 1099 invoice, the vendor must be set up as a 1099 vendor and you must ensure the invoice has a 1099 assignment.

Updated on January 17, 2020

Tagged: 1099 prep 1099 vendor

