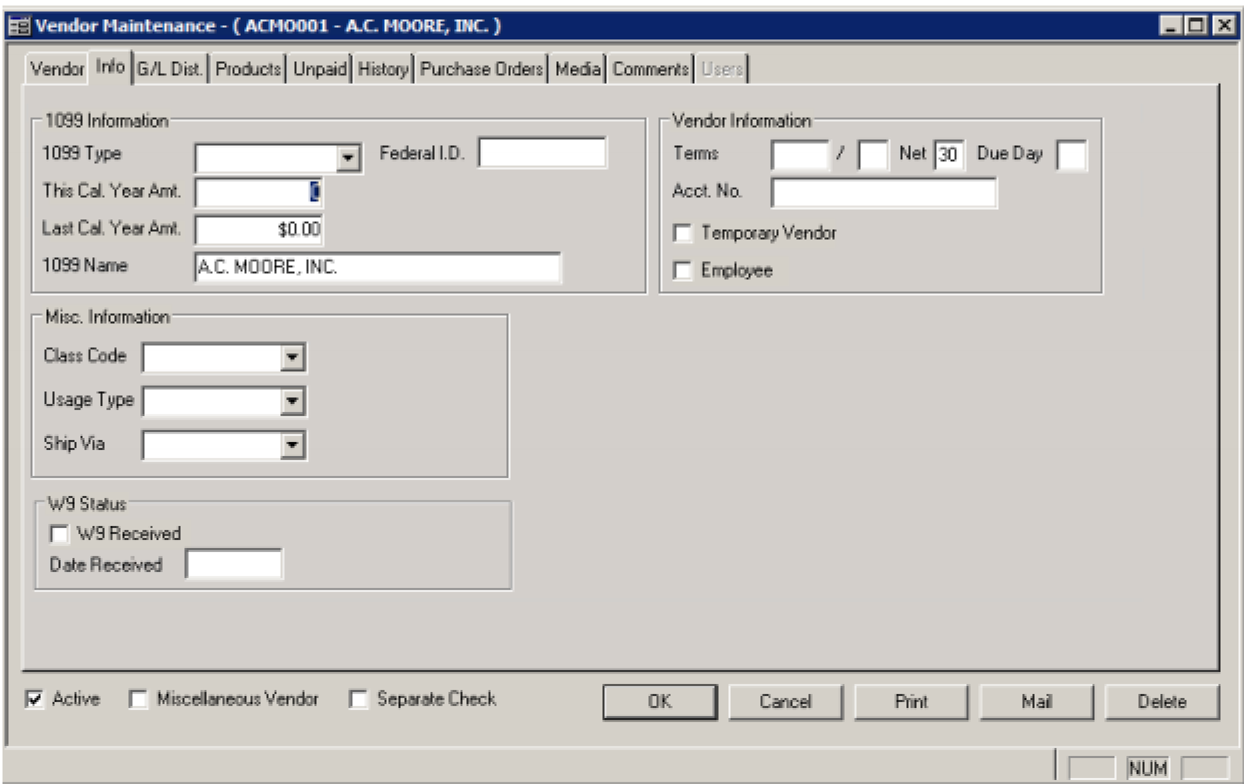
How do I edit the 1099 amount for a vendor?

Open Accounts Payable and go to the Vendor Maintenance List.   Find the Vendor and open the ‘Info’ tab so that you can edit the amount for the 1099:



You can add directly to the bucket by typing over the amount that exists there now.   This is especially helpful if you had a mid-year start and need to add their prior amounts to the amount that was tracked by Senior AP. Make sure the total is the total to date for 1099 amounts.