

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:

The screenshot shows a software window titled "Vendor Maintenance - (ACH0001 - A.C. MOORE, INC.)". The window has several tabs: Vendor, Info (selected), G/L Dist., Products, Unpaid, History, Purchase Orders, Media, Comments, and Users. The main content area is divided into three sections:

- 1099 Information:** Contains fields for 1099 Type (dropdown), Federal I.D. (text), This Cal. Year Amt. (text with a blue arrow icon), Last Cal. Year Amt. (text with value "\$0.00"), and 1099 Name (text with value "A.C. MOORE, INC.").
- Vendor Information:** Contains fields for Terms (text with value "Net 30"), Due Day (checkbox), Acct. No. (text), and checkboxes for Temporary Vendor and Employee.
- Misc. Information:** Contains dropdown menus for Class Code, Usage Type, and Ship Via.

Below these sections is a "W9 Status" section with a checkbox for "W9 Received" and a "Date Received" text field. At the bottom of the window, there are checkboxes for "Active" (checked), "Miscellaneous Vendor", and "Separate Check". To the right are buttons for "OK", "Cancel", "Print", "Mail", and "Delete". In the bottom right corner, there is a "NUM" label next to a small input field.

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.