Last Modified on 12/17/2024 8:25 am EST

1099 Codes
Settings > Accounts Payable > 1099 Codes

Maintains the A/P 1099 taxable codes used in reporting to the federal government on any Form 1099 at year-end.

1099 Taxable codes may be used in A/P invoice entry to designate that a payment to a vendor will be later reported for 1099 purposes. At year-end, you create 1099's and print them or export them to Excel; this is all done in the 1099 process.

Code: This code is assigned to payments designated for 1099 reporting.

Description: Name of the code.

Form: Designates the type of form (1099-MISC, 1099-NEC, or 1099-INT) this code applies for reporting purposes. 1099 codes must be unique. The same code cannot be used for MISC, NEC, or interest forms.

Federal Format: Designates which electronic form setup the system will use for reporting for this code. If the code represents a box# on a 1099-NEC form, then the federal format for 1099-NEC should be assigned. If the code represents a box# on a 1099-MISC form, then the federal format for 1099-MISC should be assigned.

Federal Box Number: Assign the Box number to report this code.

State Format: Currently applies to PA or VA. If your state requires electronic filing in a different format than the federal format, you can assign the format here.

State Income Box: Assign the Box number to report the state income amount.

State Withholding Box: This must be assigned under its own code for Withholding. You cannot assign federal/state box numbers, as well as a state withholding box.

State ID: If you wish to print your state ID number on the form or in electronic reporting, enter the number here.