

2009 Year End 1099 Instructions Galaxy ~ Systems 2000

FAQ:

- You will need to update your **Galaxy** accounting module to version 2637 or higher and your accounting reports module to version 2269 or higher prior to printing 1099's.
- Microsoft .Net Framework 2.0 is required to successfully print 1099's.
- Please contact Systems 2000 Support @ 407-358-2000 with any questions you may have.

***** PLEASE READ THE ENTIRE INSTRUCTIONS BEFORE PROCEEDING *****

Printer Information:

- 1099's will be printed to your default printer.
- If you are using Dot Matrix 1099's, you will need to set your paper size to GalaxyW2 which is 8.5in x 5.5in.
- When using dot matrix forms all copies are printed at the same time, if you are using laser forms you will have to print the first copy for each supplier, then load more forms and print the 2nd copy for each supplier.

Modifying 1099's:

- Purchase your 1099 forms from your local office supply store. (We recommend laser forms).
- From the Accounting Main Menu, Click on Accounting Reports Menu / Accounts Payable Reports / Accounts Payable Forms 1099/1096.

Note: A warning will display and allow you to print a report if there are any corrections that need to be made to the supplier(s). Make corrections through the Add/Modify AP Suppliers screen.

- Select View/Modify 1099 Transactions.

View/Modify 1099 Transactions:

Upper Panel: The **1099 Suppliers** button will allow you to view and modify 1099 suppliers. If needed, you can change the supplier from a 1099 supplier to a regular supplier by selecting the **Remove 1099 Status**. If you select a supplier's name it will display the transactions for that supplier in the lower panel. If needed, you can also modify a payment from a 1099 payment to a regular check by selecting **Remove 1099 Payment**. If a check is not showing up as a 1099 payment, select the **All Other Checks** button, select the check and then the **Make 1099 Payment** button.

1099 YTD Totals Panel: This panel displays all 1099 Suppliers who have a total of \$600 of Non-Employee Compensation.

All Other Suppliers: This panel displays suppliers that are not marked as 1099 suppliers. If needed, you can change the supplier to a 1099 supplier by selecting the **Make 1099 Supplier** button.

Print/Edit 1099's:

After you are satisfied with your 1099's and 1096's on plain paper repeat the process to print them onto the actual forms.