

1099 Vendors

Please visit the [AYSO 1099 User Guide Wiki](#):

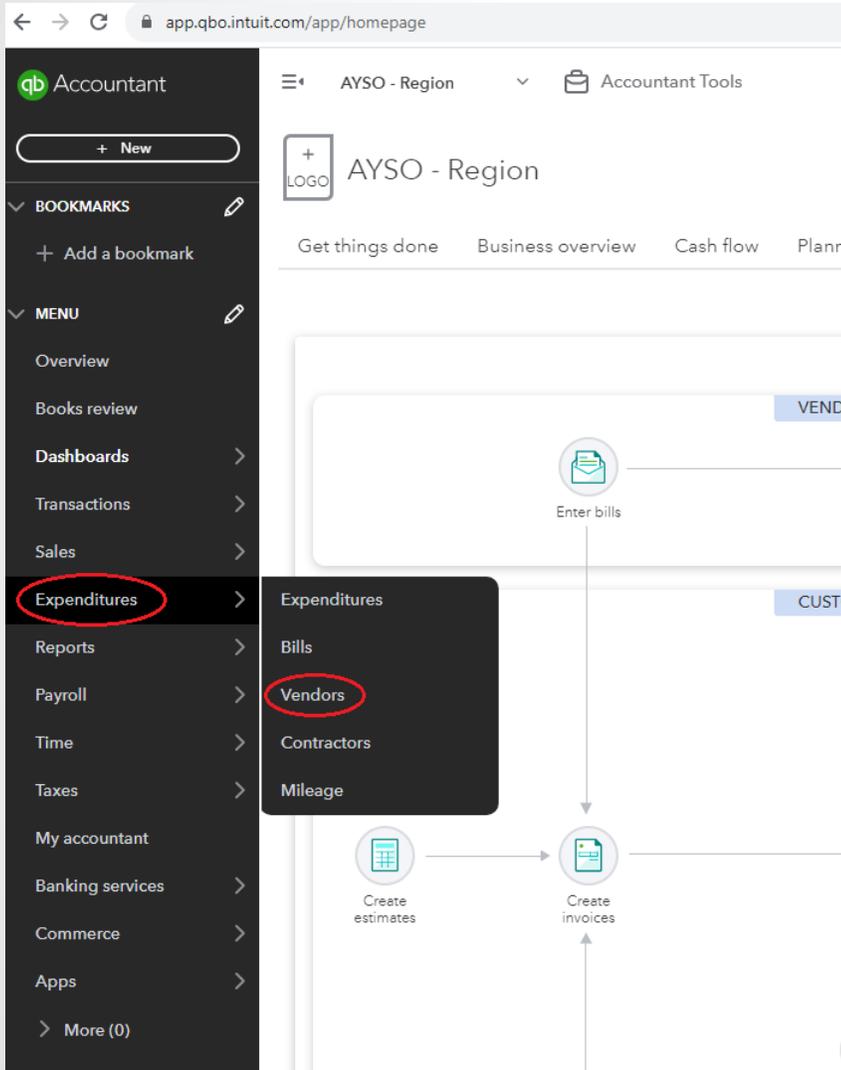
- 1099 Compliance Program and Requirements
- What is a “1099”?
- Understanding independent Contractor
- 1099 Reporting to AYSO

Even though QuickBooks may offer to file 1099's for you, **please do not use this service yet as it hasn't been tested for AYSO.** AYSO office will file all 1099's on the Region's behalf and ensure they are sent to each recipient.

In this presentation you will learn how to:

- Add new vendors to QuickBooks
 - 1099 Contractors = Vendors in QuickBooks
- Enable 1099 on new/existing vendors
- Add Vendor Name to previously categorized transactions
- Add Vendor Name to new transactions
- Run the annual 1099 report
- Export the annual 1099 report

Adding Vendors to QuickBooks Online



Watch the video link below or click through the slides for a step-by-step guide.

[How to add your vendors to QuickBooks Online - YouTube](#)

Step 1: Go to Expenditures, then Vendors

*Do not be alarmed if your navigation bar does not look exactly the same as the example

Important Note:

If Vendor is a 1099 Vendor, ensure “Track payments for 1099” is checked.

Adding Vendors to QuickBooks Online

Step 2:

Select New Vendor

The screenshot shows the QuickBooks Online interface. At the top, there is a navigation bar with 'AYSO - Region' and 'Accountant Tools'. Below this, the 'Expenditures' section is active, with sub-tabs for 'Expenditures', 'Bills', 'Vendors', 'Contractors', and 'Mileage'. The 'Vendors' tab is selected. In the top right corner of the Vendors section, there is a dropdown menu for 'Prepare 1099s' and a 'New vendor' button, which is circled in red. Below the navigation, there is a summary bar with three sections: 'Unpaid Last 365 Days' showing '\$0 0 OVERDUE', 'OPEN BILL' showing '\$0 0 OPEN BILL', and 'Paid' showing '\$'. The bottom of the interface features a blue bar with 'Back', 'Get Help', and 'Next' buttons.

Adding Vendors to QuickBooks Online

Step 3:

a. Complete all relevant fields in the Vendor Information window.

b. If vendor is a 1099 Vendor, enter the tax ID / Social Security No. in the box called **Business ID No / Social Security No.** AND ensure checkbox for “Track payments for 1099” is selected

c. Click green Save Button

*please note, example does not have fields filled out as this is for presentation purposes only

Additional info

Taxes

Business ID No. / Social Security No. **b.**

Track payments for 1099

Expenditure rates

Payments

Terms Account no.

Accounting

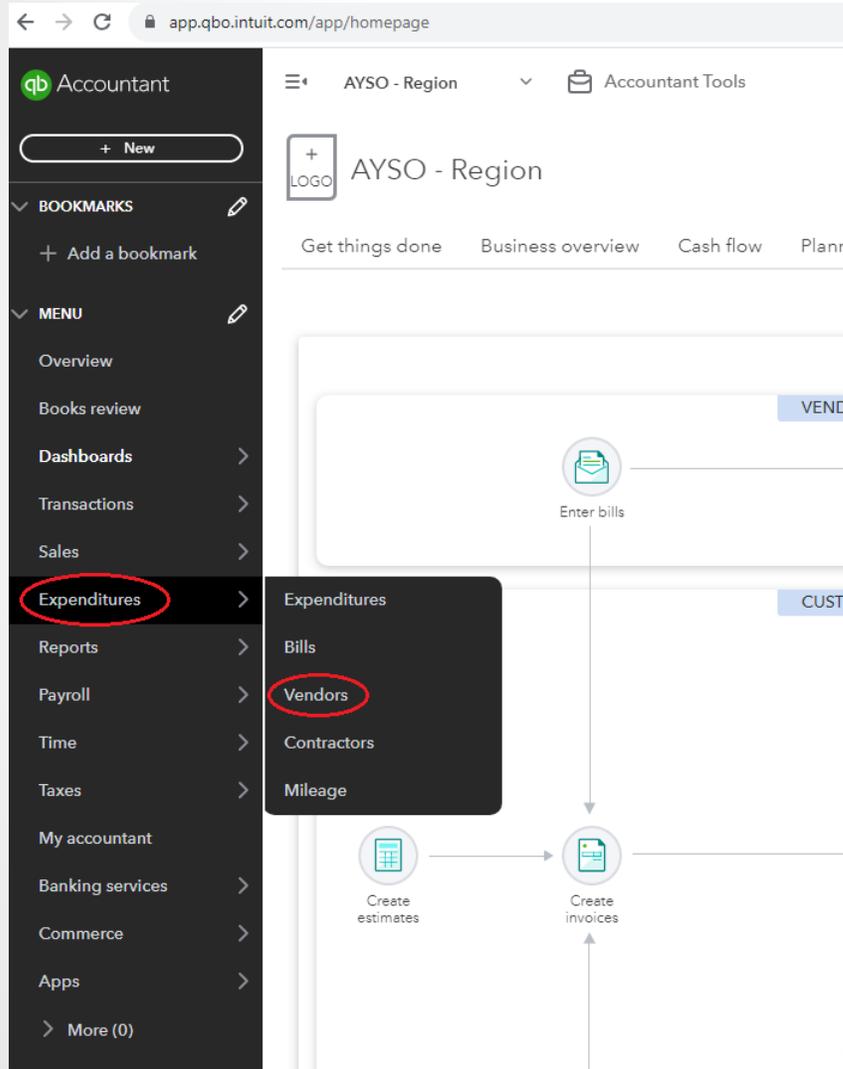
Default expenditure category

Opening balance ⓘ

Opening balance As of

Save **c.**

Enabling 1099's for Existing Vendors



Step 1:

Go to Expenditures, then Vendors

*(Do not be alarmed if your navigation bar does not look exactly the same as the example)

Enabling 1099's for Existing Vendors

Step 2:

Click vendor Name

The screenshot displays the 'Vendors' section of a software interface. At the top, there are navigation tabs for 'Expenditures', 'Bills', 'Vendors', 'Contractors', and 'Mileage'. Below the tabs, there are two summary bars: an orange bar for 'Unpaid Last 365 Days' showing '\$0 0 OVERDUE' and a green bar for 'Paid' showing '\$0 0 OPEN BILL'. A 'Prepare 1099s' dropdown and a 'New vendor' button are visible. Below the summary, there is a table with columns for 'VENDOR / COMPANY', '1099 TRACKING', 'PHONE', 'EMAIL', 'OPEN BALANCE', and 'ACTION'. The first row in the table is for 'AFFINITY SPORTS', which is circled in red. The 'OPEN BALANCE' for this vendor is '\$0.00' and there is a 'Create bill' link.

VENDOR / COMPANY	1099 TRACKING	PHONE	EMAIL	OPEN BALANCE	ACTION
AFFINITY SPORTS				\$0.00	Create bill

Enabling 1099's for Existing Vendors

Step 3:

Click Edit button

The screenshot shows a software interface with a top navigation bar containing 'AYSO - Region', 'Accountant Tools', 'My experts', 'Help', and search, notification, and settings icons. Below the navigation bar is a section titled 'Expenditures' with sub-tabs for 'Expenditures', 'Bills', 'Vendors', 'Contractors', and 'Mileage'. The 'Vendors' tab is active, displaying a card for 'AFFINITY SPORTS'. The card includes a note: 'No notes available. Please click to add notes.' To the right of the card, there is an 'Edit' button circled in red, a 'New transaction' dropdown menu, and a balance summary showing '\$0.00 OPEN' and '\$0.00 OVERDUE'.

Enabling 1099's for Existing Vendors

Step 4:

Scroll down to “Additional info” section

Place check in checkbox next to “Track payments for 1099”

Click green Save Button

*please note, example does not have fields filled out as this is for presentation purposes only

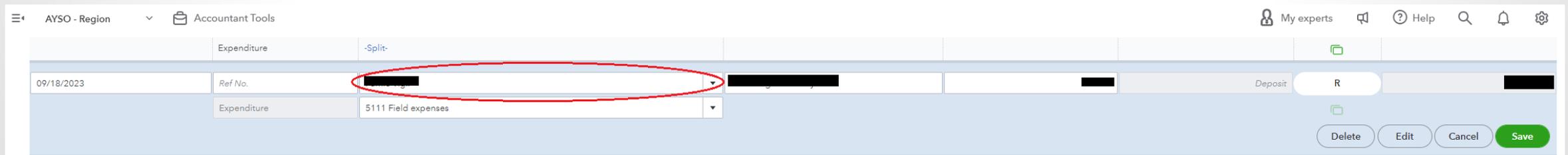
The screenshot shows a web form for vendor management. The 'Additional info' section is expanded, showing a checkbox labeled 'Track payments for 1099' which is checked. The 'Save' button at the bottom right is highlighted with a red circle. Other sections include 'ACH payments' with account and routing number fields, 'Taxes' with a business ID field, 'Expenditure rates', 'Payments' with terms and account number dropdowns, 'Accounting' with a default expenditure category dropdown, and 'Opening balance' with an opening balance field and an 'As of' date field.

Updating Categorized Transactions– to Include Vendors

From the Bank Transaction Page:

1. Click the transaction
2. Select the appropriate vendor for that transaction from the dropdown
3. Click Save

*If you are unable to add a vendor from this screen, try clicking the edit button and updating from there



The screenshot shows a software interface for managing bank transactions. At the top, there are navigation elements: 'AYSO - Region', 'Accountant Tools', 'My experts', 'Help', and search/notification icons. The main area displays a transaction record for '09/18/2023'. The transaction is categorized as 'Expenditure' with a sub-category of '-Split-'. The 'Ref No.' field is highlighted with a red circle. Below the 'Ref No.' field, there is a dropdown menu for selecting a vendor, currently showing '5111 Field expenses'. To the right of the transaction details, there are fields for 'Deposit' (set to 'R') and a 'Save' button. At the bottom right, there are buttons for 'Delete', 'Edit', 'Cancel', and 'Save'.

*If the vendor is not listed, please refer back to Slide 3 on setting up new vendors

Categorizing New Transactions – to Include Vendors

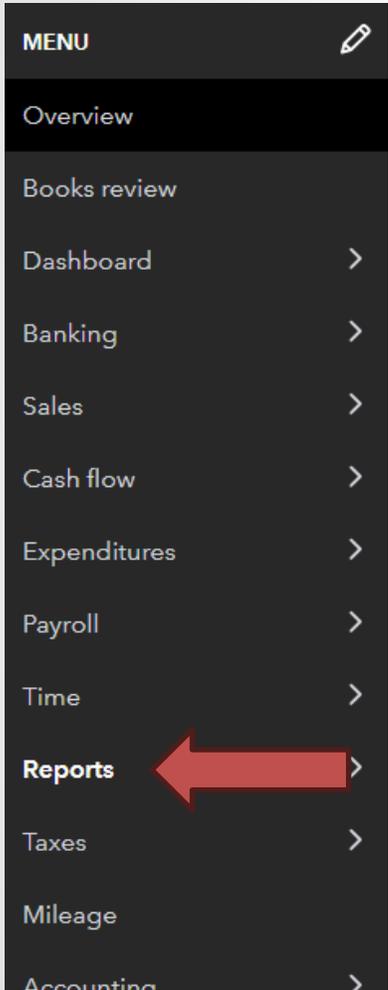
From the Bank Transactions – For review tab:

1. Click the transaction
2. Select the appropriate vendor for that transaction from the dropdown
3. Select the appropriate category (like you are already doing now)
4. Click Add

The screenshot displays the 'Bank transactions' interface in the 'For review (6)' tab. A transaction for '10/24/2023' with description 'Ewallet Divvyp' and category '5150 Trainer Payments' is selected. A modal window is open for categorization, showing options: 'Categorize' (selected), 'Find match', 'Record as transfer', and 'Record as credit card payment'. The 'Vendor/Customer' dropdown is set to 'Select payee' and is circled in red. The 'Category' dropdown is set to 'Trainer Payments'. At the bottom right of the modal, the 'Add' button is also circled in red.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
10/24/2023	Ewallet Divvyp		5150 Trainer Payments			Add

Running Report for Existing 1099 Vendors



Navigate to your “Reports” option in the Black Navigation Menu

(Your Menu may be a different version but you should still see Reports)

Reports

Standard Custom reports Management reports

Expenses and vendors	
1099 Transaction Detail Report	Transaction List by Vendor <small>New Enhanced Experience</small>
Check Detail <small>New Enhanced Experience</small>	Vendor Contact List <small>New Enhanced Experience</small>
Expenditures by Vendor Summary	

From there, you can use the search box and type in 1099

OR

Scroll to the “Expenses and vendors” Section of reports to find the “1099 Transaction Detail Report”

Running Report for Existing 1099 Vendors

1099 Transaction Detail Report

Report period
All Dates

Accounting method
 Cash Accrual

Run report

Customize Save customization

Run the report for the calendar year January - December

Add notes

AYSO - Region [REDACTED]

1099 Transaction Detail Report
All Dates

This report does not contain any data.

Cash basis Tuesday, October 31, 2023 03:30 PM GMT-05:00

NOTE: The report will pull the transactions that have been mapped to a box when preparing the 1099 forms. To map transactions to boxes, go to Payroll, Contractors, and click on "Prepare 1099s". The second step of the 1099 preparation experience will let you map your accounts to the 1099 boxes

If your report does not show any data, then you may need to follow the steps above (Slide 10) to mark your vendors as 1099 recipients, and add payees to transactions.

Running Report for Existing 1099 Vendors

- Once the report is generated, print/export the report from QuickBooks into Excel or CSV.
- Check the report for accuracy to ensure that all necessary data is present.
 - Vendor name, address, tax ID, vendor email address (optional), total amount paid during the calendar year.
- Email the Excel or CSV file to finance@ayso.org
 - Put the Region # in the subject line

Need More Help?

QuickBooks Training & Support

Email: Intuit-Support@Qvinci.com

Schedule Training: [Use this Link](#)