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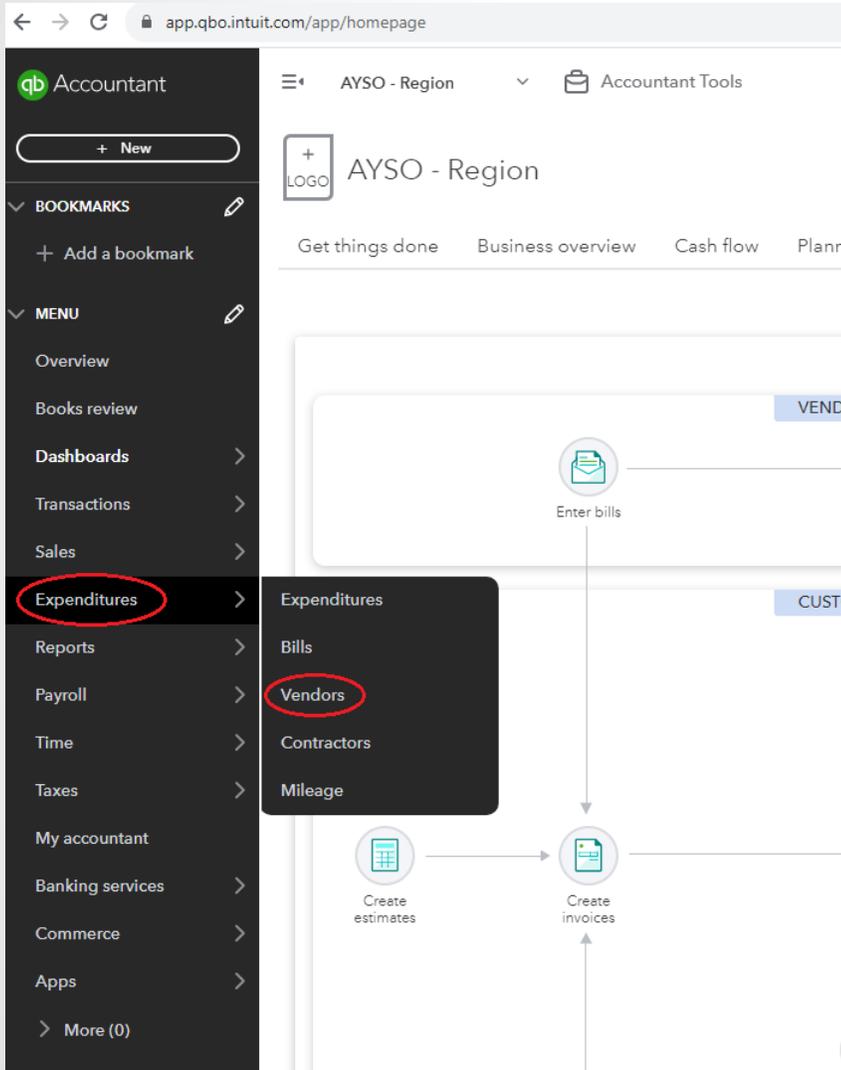
Watch the video link below or click through the slides for a step-by-step guide.

[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

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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

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)

Get Help
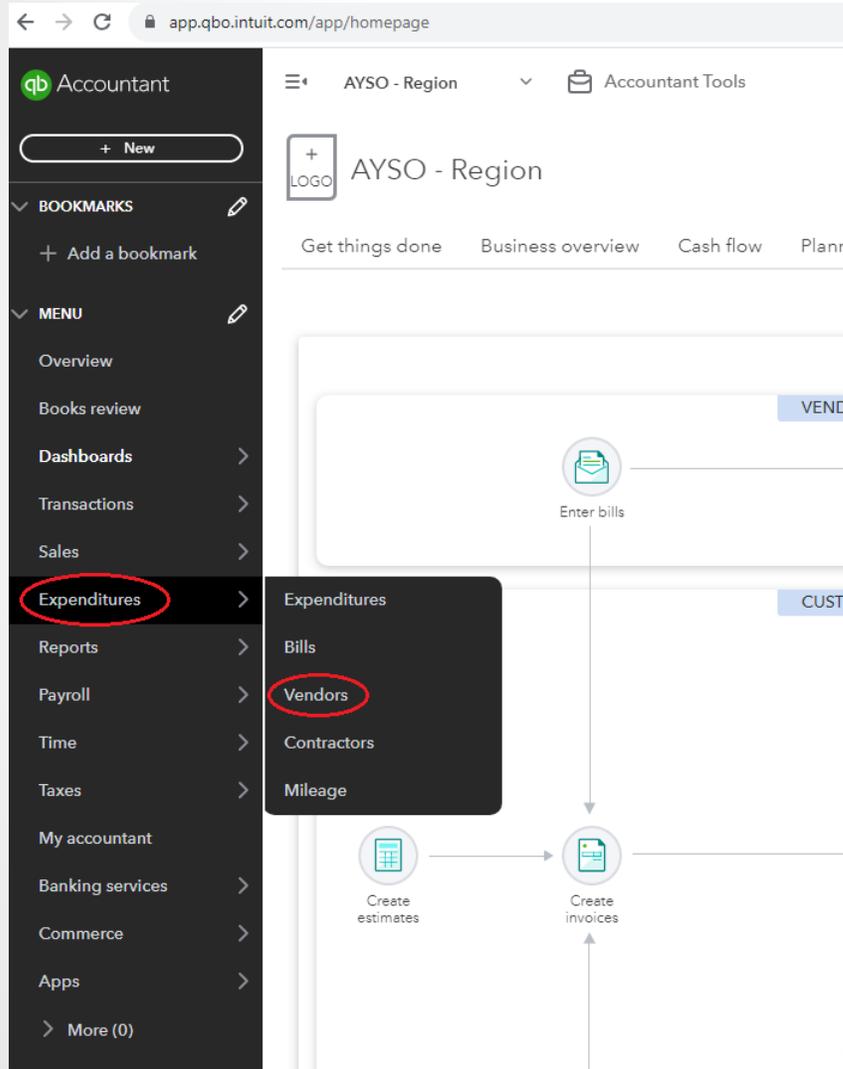
Enabling 1099's for Existing Vendors

Step 2:

Click vendor Name

Get Help

Enabling 1099's for Existing Vendors

Step 3:

Click Edit button

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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
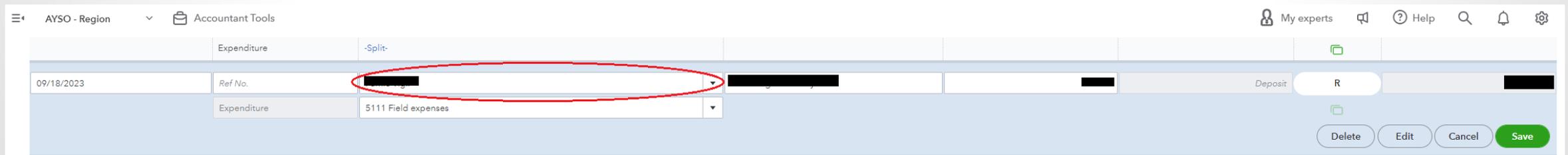
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Updating Categorized Transactions– to Include Vendors

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

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

Get Help

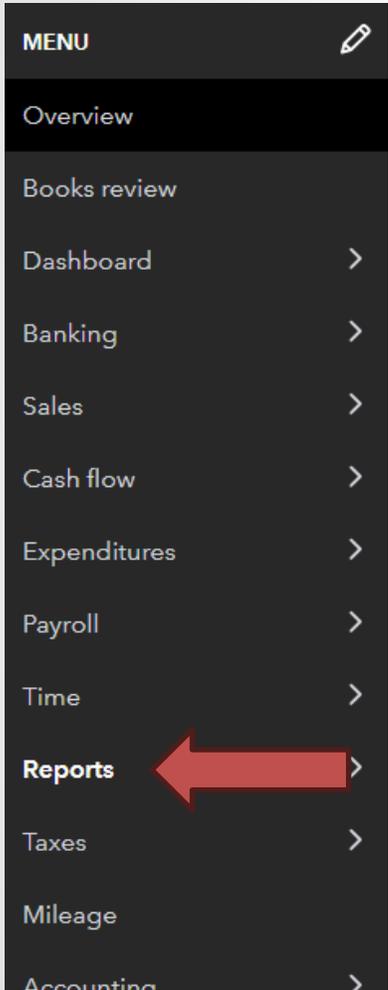# Categorizing New Transactions – to Include Vendors

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

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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)

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

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

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QuickBooks Training & Support

Email: Intuit-Support@Qvinci.com

Schedule Training: Use this Link