

Print 1099 Forms

PROGRAM NAME: AP1099

MENU OPTION TITLE: Print 1099 Forms

MAIN MODULE:ACCOUNTS PAYABLE

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The Print 1099 Forms option is used to print the 1099 forms for the appropriate vendors. All vendors that were listed on Print 1099 Report Listing will have a 1099 form printed.

PROGRAM OPERATION

Are the 1099s in the printer? Enter <Y> or <N>.

Do you want to print a test 1099? Print as many test 1099s as it takes to be sure the forms are aligned properly in the printer.

Press RETURN to release 1099s to printer: Pressing return will begin printing 1099s and return the user to the menu.