REVIEW FOR VENDORS WITHIN QUICKBOOKS ONLINE

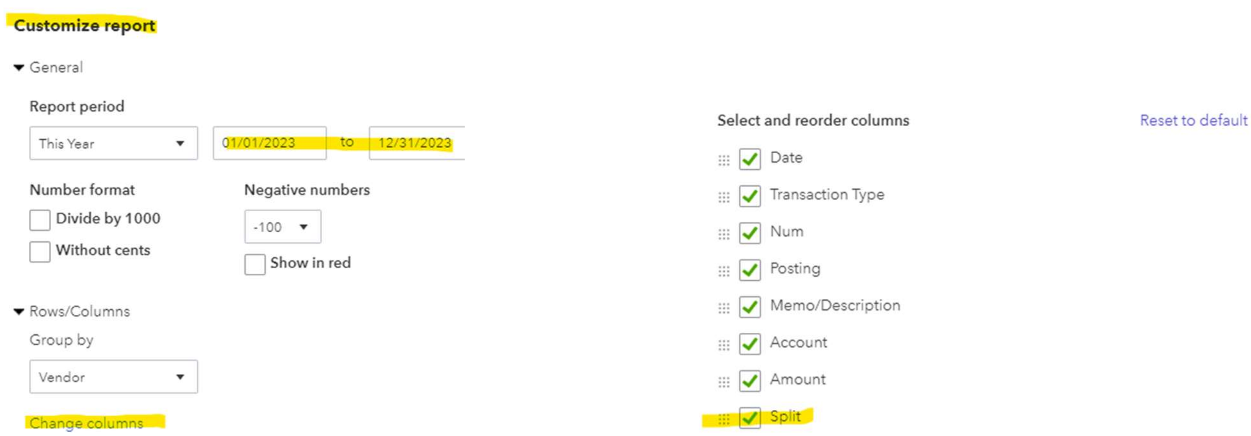
As with QuickBooks Online there are multiple ways to review vendors to ensure QuickBooks is setup correctly. Once you have a process and have reviewed, this becomes much easier at the end of the year.

<u>A summary way to review vendors:</u>

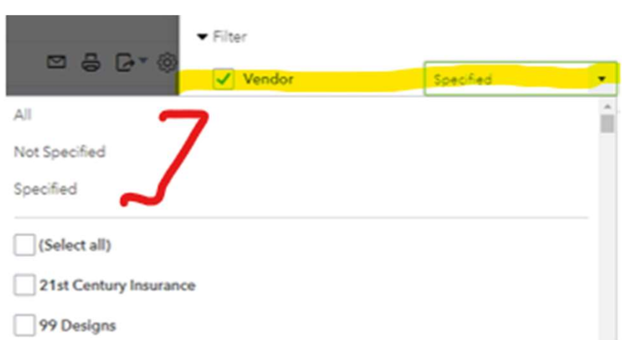
1. From the left Menu select → Reports
    a. Under Expenses and vendors select → Expenses by Vendor Summary Report
    b. Set the date for the year the 1099s relate to
    c. Click Run Report. Recommend that you select All and glance through the list to see what vendors provide a service (consulting, IT, engineering, or other professional services) or if you pay rent.

<u>The most comprehensive way to review vendors:</u>

1. From the left Menu select → Reports
    a. Under Expenses and vendors select → Transaction List by Vendor
    b. Select Customize, set the date for the year the 1099s relate to, expand Rows/Columns and click Change columns to add Split



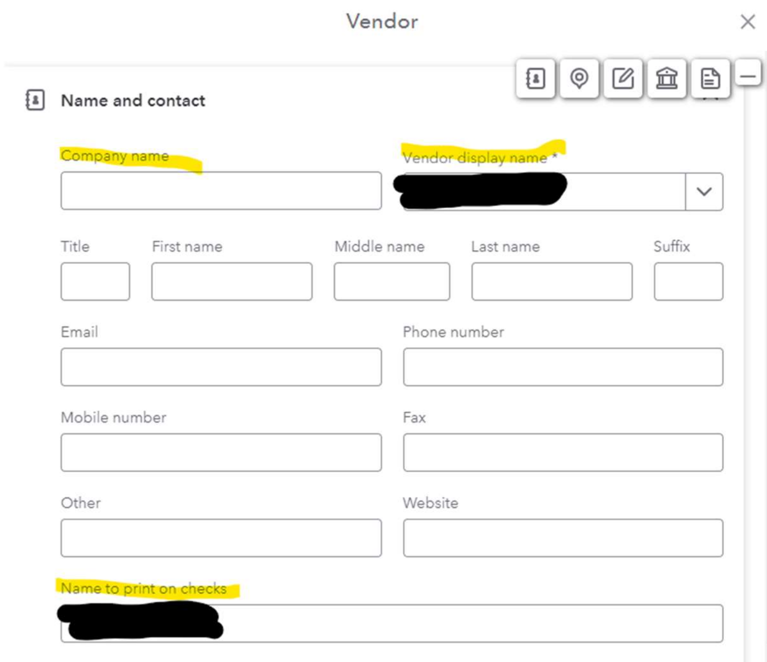
    c. Under Filter select → Vendor and either select All or Specified (certain vendors). Not Specified means these items do not have a payee name.



    d. Click Run Report. Recommend that you select All and glance through the list to see what vendors provide a service (consulting, IT, engineering, or other professional services) or if you pay rent.

<u>Once you know the vendors – ensure the vendors are setup correctly.</u>

1. From the left menu select → Expenses → Vendors
    a. Select the applicable vendor then click Edit



i. Ensure the Vendor Display name is the LEGAL name per the W-9, you can use the Company name or Name to print on checks for your internal records as applicable.

ii. This icon takes you to the address – ensure this address is complete and will be the address listed on the 1099.

iii. This icon takes you to the notes – you can put any message here to help but you can also indicate if the vendor is a C Corp or S Corp so you don't have to re-review in a subsequent year. The notes show up under the vendor name on the main vendor page.

  1. You can also attach the signed W-9 form in the notes section.

iv. This icon takes you to the Additional Info – here is where you mark Track payments for 1099. Even if you do not have the Tax Identification number or don't know if you have to issue a 1099, we recommend you mark this box to simplify year end reporting and complete the information as applicable when you receive the signed W-9 back.

  1. Add Tax identification number

<u>Now you can run the 1099 report</u>

1. From the left menu select → Expenses → 1099 filings → click Prepare 1099. There is a new prompt to file and pay via QuickBooks or a link to print & mail forms instead so that you can generate the information.

If filing fewer than 10 W-2s & 1099s this year, the IRS lets you print & mail forms instead at no cost.

   a. Verify your company information and edit as necessary. Click → Confirm info and start filing
   b. Select expense accounts that could have service payments (professional services, advertising etc.) and rent expense, select → Add each account
   c. Select 1099 box (in general it is Box 1 Non-employee compensation 1099 NEC), select → Next
   d. Review the list of vendors under the Reportable payments only to ensure information is complete and the total is correct, select → Next. You will not be able to continue until the information is complete.

2. Another way to get a complete printable list is to go to the left menu and select → Reports and under Expenses and vendors select → 1099 Transaction Detail Report
3. QuickBooks online is not allowing you to print the 1099 summary report (likely a glitch) so taking a screenshot and printing that is the best way we were able to get the information printed.