

## Manually Adjust Your 1099's

Note: this process would typically only be needed if you started your company file in the middle of the year. You should always verify that your Vendors are set up to receive a 1099, that you have a correct address and FEIN # (Federal Employment Identification Number) or SS # for them, and that you have properly mapped your accounts to the 1099 form.

If you still need to manually adjust your 1099's, follow this procedure:

1. Open the Make General Journal Entries window
  - a. QuickBooks 2008 to 2006: Select Company | Make General Journal Entries from the menu bar
  - b. QuickBooks 2005 and earlier: Select Banking | Make General Journal Entries from the menu bar.
2. Enter the following on the first line of the Make General Journal Entries window: Note: If any other information is filled in on the first line of the journal entry, incorrect 1099 amounts will be generated, and the bank account balance will change.
  - a. In the Date field, enter the date of 12/31 for the calendar year for which you wish to file Form 1099.
  - b. On the first line in the General Journal Entry window, in the Account field, select your checking account.
  - c. In the Credit column, enter 0.
  - d. In the Memo column, enter 1099 adjustment entry.
3. In the Account column, select the appropriate 1099 account to debit.
  - a. In the Debit column, the amount should be the total payments paid to the vendor for this expense prior to the QuickBooks start date.
  - b. In the Name column, select the Vendor's name.
  - c. Repeat step 3 on the third line, except enter the same amount in the Credit column, and leave the Name column blank.
4. Click Save & Close to enter the transaction.

You now have general journal entries that correctly reflect the reportable amounts paid to vendors for the previous years without affecting your Profit & Loss reports or your bank account balance.

To process and print the 1099 forms, choose File | Print Forms | 1099s/1096s and follow the on-screen instructions.