

DENEB2000 ACCOUNTS PAYABLE 1099'S

Rev. 01.31.18

The check payment amounts used for the entries on the Print 1099 Forms are stored in the Vendor Master File as a cumulative amount 'to date'. (Additionally, the purchases from the Vendors are also a cumulative amount 'to date').

At the end of the Calendar Year 12.31.xx, most Companies are not ready to close the December month, since there may be outstanding invoices for December coming in during the first 2 weeks in January along with the January Invoices. In the same time frame of January, there may be checks that have to be processed and posted with January dates. This means that both the check payment and purchases fields will contain YTD information for the previous year and January of the new year.

At the date in **January of the new year**, when you are ready to close December of the previous year and then Close the entire Year:

Important : Backup all of the Accounts Payable Module. Check to make sure you do not have any unposted current Invoices, or Checks. If any are found, they must be posted before continuing with this process. December's AP must be closed before February 01 of the new year.

1. Add the program "apfix003" to the Year-end Close menu if not already added. (** See note below for instructions)
2. Run the "RECALC VENDORS 1099 AND MO PURCHASES" [or whatever you have named this program on your menu].
3. Selecting the previous year's dates of 01.01.xx to 12.31.xx [for the 1099 entries]
4. Now the Vendor records contain only the previous year's data to be used for the 1099's
5. Create the AP 1099 File
6. Print the Reports and 1099's [using the 'previous year's saved 1099 file' - not the current Vendor file]
Note: the 1099's may be printed at a later date - also using the 'previous year's saved 1099 file'. This programming works similar to the Payroll W-2 print program. It can be re-printed multiple times if required.
7. Close the Month of December (This must be completed before February 1, of the new year)
8. Clear the Year for the Vendor Files
9. Run the "RECALC VENDORS 1099 AND MO PURCHASES" program again
10. Selecting the current year's dates of 01.01.xx to 'the current date'. This will restore the paid and invoice amount fields on the Vendor records to be only the January activity of the new year.
11. To print an Aging Report as of the last day of the closed year (to compare to your 12.31.xx General Ledger AP Balance), go to the Unpaid File Maintenance Menu and Select the 'Print History Aging Report'. Use the 12.31.xx date of the previous year, as the Cutoff date for the report.

**** Adding the program "apfix003" to your Deneb Year-end Processing Menu:**

1. From the Main Accounts Payable Menu, select the 'Utilities' Item.
2. From the next Menu screen, select 'Accounts Payable Control Maintenance'.
3. From the next Menu screen, select 'Update Year-end Processing Menu'.
Caution - be very careful when updating or changing any Deneb Menu to not alter any lines that are not part of the change. This will affect running your programs.
4. Your cursor will be on the top line blinking. Hit 'Enter'. This will move the cursor to the first line on the Menu. Select F-1, this will insert a blank line for your entry. Under the Program heading on the blank line, type : apfix003 Hit 'Enter'

Examples For the Description, type : RECALC VENDOR FILES WITH DATE RANGE-1099
or : RECALC VENDORS 1099 AND MO PURCHASES

Note: The Menu 'Descriptions' can be whatever makes it easy for you to recognize what program you are selecting.

5. F9 and save your new entry. Exit the Utilities Menu back to the main Payroll Menu.
6. Select the Year End Close Menu, and the new menu program you just added. (Item 2 - in the first listing on this page)