

RIMSS WinNet★Star
Advanced Enterprise System

How Do I Produce a List of Suppliers Who Should Receive 1099's

The Supplier Master File within WinNetStar includes a check box for those Suppliers that you wish to track payments throughout the year for purposes of preparing IRS form 1099. The following screen shots illustrate these features.

The screenshot displays the RIMSS WinNetStar v7.0.0.751 application window. The title bar indicates the user is logged in as 'Enterprise: The Enterprise' with 'Company: CSS Enterprises (222)' and 'Location: Racine (223)'. The menu bar includes 'File', 'View', 'Company', 'CRM', 'Suppliers', 'Employees', 'Banking', 'Fixed Assets', 'Inventory', 'Service', 'Wholegoods', 'Rental', 'Reports', 'Web Links', 'Windows', and 'Help'. The 'Suppliers' menu is open, showing options: 'Supplier Home', 'New', 'Find', 'Pay Bills', 'Supplier Statements', and 'User Defined Fields'. The 'Find' option is selected, and a sub-menu is displayed with '1350 Supplier', '1355 Purchase Order', and '1360 Item Receipt/Bill'. A text box on the right side of the window contains the instruction: 'Follow this menu path to open the list of Suppliers.' The main content area features the RIMSS WinNetStar logo, which consists of a stylized blue and white atom-like symbol above the text 'RIMSS WinNetStar' and 'Advanced Enterprise System'. The status bar at the bottom shows 'User: dale', 'Role: Administrator', 'Workstation: DALE-PC', 'Server: V3Test', 'Database: WinNetStarApp', and a 'Key Stroke Entry' field. The Windows taskbar at the bottom shows the system tray with the time '10:29 AM' and several open applications including 'Inbox - Microsoft O...', 'LogMeIn Hamachi', 'RIMSS.WinNetStar v...', 'Service', and 'Document1 - Micro...'.

RIMSS.WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

RIMSS WinNetStar Supplier List

Add New Refresh Print Layouts

System ID Ref ID Name

Drag a column header here to group by that column

Inactive	Supplier Name	Supplier Type	Supplier Ref Id	Primary Contact	Primary Contact Phone	Balance	Business Phone
False	Napa		442	,		\$15.00	
False	ACE HARDWARE		293	,		\$100.00	
False	TISCO		240	,		\$208.20	
False	Stanadyne Corporation	OEM	481	,		\$250.00	
False	CENTRAL POWER AND LIGHT		96	,		\$500.00	
False	John Smith Jr.			,		\$500.00	(210) 493-3394
False	CITY OF BONHAM			,		\$520.22	
False	Handy Hardware		120	,		\$553.24	
False	BREHM HAVEL AND COMPANY			,		\$750.00	
False	OFFICE DEPOT			,			
False	Bridgestone			,			
False	KUBOTA WHOLEGOODS			,			788
False	Sam Bakker			,			
False	A & I PRODUCTS			,			
False	RIMSS			,			
False	DC MAINTENANCE CORP			,			
False	Dave Jones			,		\$7,598.00	
False	JOE'S SUPPLY HOUSE			,		\$7,849.70	
False	CUMMINS SOUTHWEST			,		\$8,355.20	
False	Blue Bird		395	,		\$9,016.00	
False	Casey's Machine Shop			,		\$20,026.80	
False	KUBOTA PARTS (654954654)		38	,		\$23,146.62	
False	AGCO Corporation		65	,		\$49,966.39	
False	International		441	,		\$52,430.11	
False	Cub Cadet		39	,		\$100,000.00	
False	New Holland	Manufacturer	298	Smith, Joe	(210) 444-5576	\$236,501.07	(800) 555-1212
						7,489,643.93	

[Inactive] = 'False'

The list will open blank. Click Fetch to produce a list of all Suppliers or use the Pre-Fetch filter fields to narrow your search. Double click on a line to open the Supplier Master form.

User: dale Role: Administrator Workstation: DALE-PC Server: V3Test Database: WinNetStarApp Key Stroke Entry

Inbox - Microsoft O... LogMeIn Hamachi RIMSS.WinNetStar v... Service Document1 - Micro... 10:30 AM

RIMSS.WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

RIMSS WinNetStar Supplier List Supplier - John Smith Jr. (448)

Save Save And Close Save And New

General Details Financial Information Ship To Attachments User Defined Fields

Terms

Credit Limit: \$0.00

Payment Terms: COD

Grouping and Tax

Supplier Type: [Dropdown]

Federal Tax ID: [Text]

Vendor 1099

Notebook

Add Note

User	Date Entered	Note
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Check the Vendor 1099 box on the detail tab of the Supplier Master form. Click the menu option "Save and Close" when complete.

User: dale Role: Administrator Workstation: DALE-PC Server: V3Test Database: WinNetStarApp Key Stroke Entry

Inbox - Microsoft O... LogMeIn Hamachi RIMSS.WinNetStar v... Service Document1 - Micro... 10:34 AM

RIMSS.WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

RIMSS WinNetStar Supplier List Find Payment

Add New Refresh Print Layouts

System ID Ref ID Name

Fetch

Drag a column header here to group by that column

Inactive	Supplier Name	Supplier Ref Id	Is 1099	Business Address 1	Business Address 2	Business Address City	Business Address State	Business Address Postal Code	Business Phone	Federal Tax ID
<input type="checkbox"/>			<input checked="" type="checkbox"/>							
False	Joe Smith	453	<input checked="" type="checkbox"/>	455647 North Bucki...		New Orleans	LA	52368		74-12345685
False	Maschio Gaspardo	494	<input checked="" type="checkbox"/>	4521 Treble Creek		San Antonio	TX	78258		
False	Marv Skar Enterprises	miskar	<input checked="" type="checkbox"/>	Hiway 66 W		Rolette	ND	58366	(701) 246-3700	45-1234500
False	Dale Teague	613	<input checked="" type="checkbox"/>	1234 Avenue Q		Baltimore	DE	12345		
False	John Smith Jr.	448	<input checked="" type="checkbox"/>	555 Hwy 11	Suite 200	San Antonio	TX	78258	(210) 493-3394	
False	Sam Bakker	41	<input checked="" type="checkbox"/>	6463 West 5th Street		San Antonio	TX	785636		
False	JOHNSON SUPPLY	98	<input checked="" type="checkbox"/>	1234 Avenue A		San Antonio	TX	78258	(210) 555-1212	

Once you have checked all the boxes for those Suppliers that should receive 1099's, you can use the Column Chooser feature to include the column titled "Is 1099", the Federal Tax ID column, and the various Business Address columns on your list. Place a check in the filter row to filter the list to show only those Suppliers that are set up to receive 1099's. Next we will create a list of Payments to these Suppliers to determine the dollar amount required to report on the 1099 form.

[Inactive] = 'False' And [Is 1099] = 'Checked' [Edit Filter](#)

User: dale Role: Administrator Workstation: DALE-PC Server: V3Test Database: WinNetStarApp Key Stroke Entry

Inbox - Microsoft O... LogMeIn Hamachi RIMSS.WinNetStar v... RIMSS.WinNetStar v... Service Document1 - Micro... 11:12 AM

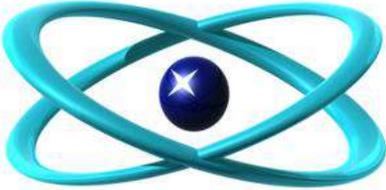
RIMSS.WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

Easy Navigator

- RIMSS WinNetStar
 - Banking Home
 - New
 - Find
 - 1550 Deposit
 - 1555 Payment
 - 1565 Reconciliation
 - Print Checks

Follow this menu path to open a list of Payments.



RIMSS WinNetStar
Advanced Enterprise System

User: dale Role: Administrator Workstation: DALE-PC Server: V3Test Database: WinNetStarApp Key Stroke Entry

Inbox - Microsoft O... LogMeIn Hamachi RIMSS.WinNetStar v... RIMSS.WinNetStar v... Service Document1 - Micro... 11:01 AM

RIMSS.WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

RIMSS WinNetStar Supplier List Find Payment

Add New Refresh Show All Print Restore Layout

Period Custom Date Range

Last Fiscal Year From: 1/1/2011 To: 12/31/2011 Fetch

Pay To the Order Of

Voided	Location	Is 1099	Date	Payment Type	Document Number	Tax ID #	Address 1	Address 2	City	State	Postal Code	Business Phone	Amount
Pay To the Order Of: Joe Smith													\$625.32
Pay To the Order Of: JOHNSON SUPPLY													\$71,299.66
Pay To the Order Of: Marv Skar Enterprises													\$119.87
Pay To the Order Of: Sam Bakker													\$286,050.79
													\$358,095.64

[Voided] = 'False' And Contains([Is 1099], 'Y')

User: dale Role: Administrator Workstation: DALE-PC Server: V3Test Database: WinNetStarApp Key Stroke Entry

Inbox - Microsoft O... LogMeIn Hamachi RIMSS.WinNetStar v... RIMSS.WinNetStar v... Service Document1 - Micro... 11:02 AM

Using the column chooser feature, create a list with the columns indicated above. Select the appropriate date range (this will normally be "Last Fiscal Year") and click on Fetch. This will produce a list of all payments made for the selected time period. You should then filter the list to show only those payments where the "Is 1099" column displays "True". Do this by putting a T in the filter row for that column. You can then drag the "Pay To the Order Of" column to the group by bar to group the data by Supplier name. This will give you a report of the total payments for each Supplier for the selected time period. If your report does not display the subtotal in the Amount column as seen in this example, you can right mouse click on the subtotal bar underneath the Amount column and select the Sum option to produce the subtotals. See next page.

RIMSS.WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

RIMSS WinNetStar Supplier List Find Payment

Add New Refresh Show All Print Restore Layout

Period Custom Date Range

Last Fiscal Year From: 1/1/2011 To: 12/31/2011 Fetch

Pay To the Order Of

Voided	Location	Is 1099	Date	Payment Type	Document Number	Tax ID #	Address 1	Address 2	City	State	Postal Code	Business Phone	Amount
		t											
	Pay To the Order Of: Joe Smith												
	Pay To the Order Of: JOHNSON SUPPLY												
	Pay To the Order Of: Marv Skar Enterprises												
	Pay To the Order Of: Sam Bakker												

\$358,095.64

[Voided] = 'False' And Contains([Is 1099], 'Y') Edit Filter

User: dale Role: Administrator Workstation: DALE-PC Server: V3Test Database: WinNetStarApp Key Stroke Entry

Inbox - Microsoft O... LogMeIn Hamachi RIMSS.WinNetStar v... RIMSS.WinNetStar v... Service Document1 - Micro... 11:09 AM

The screenshot shows the RIMSS WinNetStar application interface. At the top, there's a menu bar with options like File, View, Company, CRM, Suppliers, Employees, Banking, Fixed Assets, Inventory, Service, Wholegoods, Rental, Reports, Web Links, Windows, and Help. Below the menu bar, there are tabs for 'RIMSS WinNetStar', 'Supplier List', and 'Find Payment'. A toolbar contains 'Add New', 'Refresh', 'Show All', 'Print', and 'Restore Layout'. The main area is divided into sections: 'Period' with a 'Last Fiscal Year' dropdown, 'Custom Date Range' with 'From: 1/1/2011' and 'To: 12/31/2011' dropdowns, and a 'Fetch' button. Below this is a 'Pay To the Order Of' dropdown menu. The central part of the screen is a table with columns: Voided, Location, Is 1099, Date, Payment Type, Document Number, Tax ID #, Address 1, Address 2, City, State, Postal Code, Business Phone, and Amount. The 'Amount' column has a context menu open, showing options: Sum, Min, Max, Count, Average, and None. An arrow points from a text box to the 'Sum' option. At the bottom right of the table area, the total amount '\$358,095.64' is displayed. The bottom of the screen shows a status bar with user information (User: dale, Role: Administrator, Workstation: DALE-PC, Server: V3Test, Database: WinNetStarApp, Key Stroke Entry) and a Windows taskbar with various open applications and the system clock showing 11:09 AM.

Right mouse click here to see this drop down. Select the Sum menu option.

Period **Custom Date Range**
 Last Fiscal Year From: 1/1/2011 To: 12/31/2011 Fetch

Pay To the Order Of △

Voided	Location	Is 1099	Date	Payment Type	Document Number	Tax ID #	Address 1	Address 2	City	State	Postal Code	Business Phone	Amount
		t											
+ Pay To the Order Of: Joe Smith													
False	Racine	True	11/6/2011	System Check		389 74-12345685	455647 North Buckingham Avenue		New Orleans	LA	52368		\$625.32
+ Pay To the Order Of: JOHNSON SUPPLY													
												\$71,299.66	
+ Pay To the Order Of: Mary Skar Enterprises													
												\$119.87	
+ Pay To the Order Of: Sam Bakker													
												\$286,050.79	
												\$358,095.64	

You can click on the + next to each supplier name to expand the report to show the detail lines supporting the subtotal. By doing this you will see the Tax ID # and the address that was used on the payment documents. Since the address on the payment document may be different than the business address on the Supplier List, you will need to make a decision on which is the appropriate address to use on your 1099.