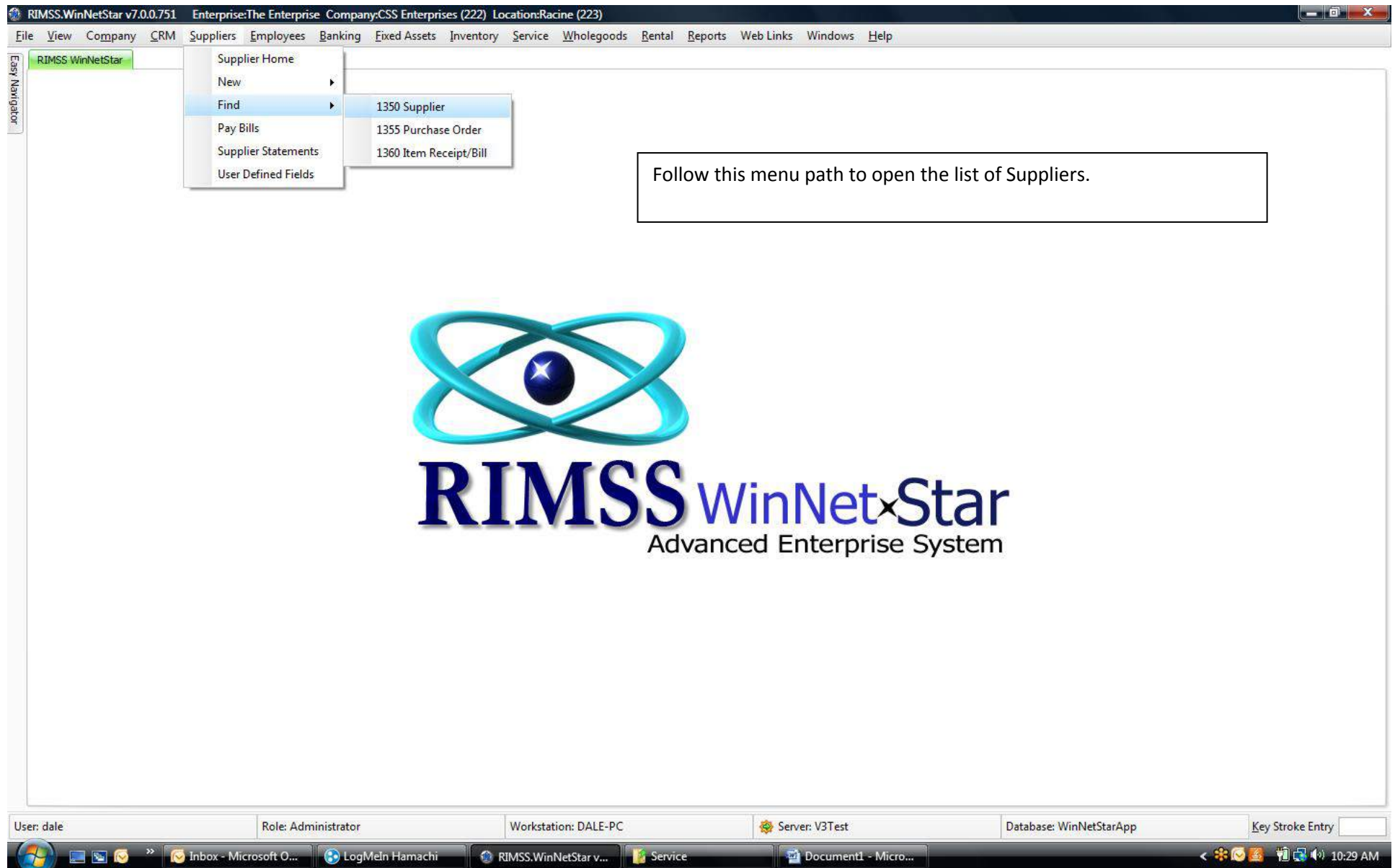


**RIMSS** WinNet★Star  
Advanced Enterprise System

**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.



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

Fetch

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			,		\$7,538.00	
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	

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.

[Inactive] = 'False'

Edit Filter

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

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10:30 AM

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

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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:

Federal Tax ID:

☒ Vendor 1099

**Notebook**

Add Note

User	Date Entered	Note
------	--------------	------

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

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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	mlskar	<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

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11:12 AM

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

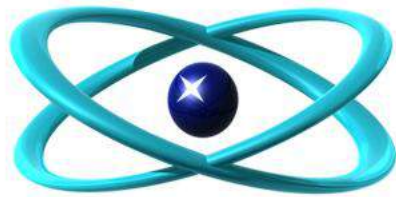
File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

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

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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													\$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

[X] [V] [Voiced] = '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...

11:02 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													

Sum  
Min  
Max  
Count  
Average  
None

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

\$358,095.64

[X] [V] [Voiced] = 'False' And Contains([Is 1099], 'Y') Edit Filter

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

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11:09 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

East Navigator 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													
	False	Racine	True	11/6/2011	System Check	389 74-12345685	455647 North Buckingham Avenue		New Orleans	LA	52368		\$625.32
													\$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

[X] [V] [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... 11:15 AM

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.