

Here are some helpful tips from our HelpDesk Team regarding 1099s!

Another year is beginning and with that comes the tying up of things related to 2014 and clearing the slate to gear up for 2015. One of the tasks associated with the ending of a year is generating 1099s. Our HelpDesk Team has put together a few tips for you as you close out 2014 and prepare your 1099s.



1. Be sure to review the owner statements and Account Payables Journal for vendors and compare these to the 1099 summary report.
2. Please watch the webinar located in the [Admin Console under Miscellaneous> Manual> Webinars> Year End Procedures \(Including 1099's\)](#).
3. Review Release 4.2 for help with setting margins when printing 1099s. This is located in the [Admin Console under Miscellaneous> Manual> Release Documentation> 4.2](#).
4. Review the "Instructions for Filing 1099s" document for help with this. It is located in the [Admin Console under Miscellaneous> Manual> Miscellaneous Documentation> 1099's](#).
5. The IRS made some formatting changes to the 1099 forms that will require you to make an adjustment from your Print Configuration Menu prior to printing your 1099s. For instructions on how to make the modifications please view the "Printing your 1099 in the Different Browsers" video located in [The Knowledge Base under VRM Knowledge Base for the Client Console \(Wiki\)> 14.0.0 General How to Answers](#).

If you have any trouble with your 1099s, please contact our Help Desk: help@vrmgr.com and someone will be happy to assist you.