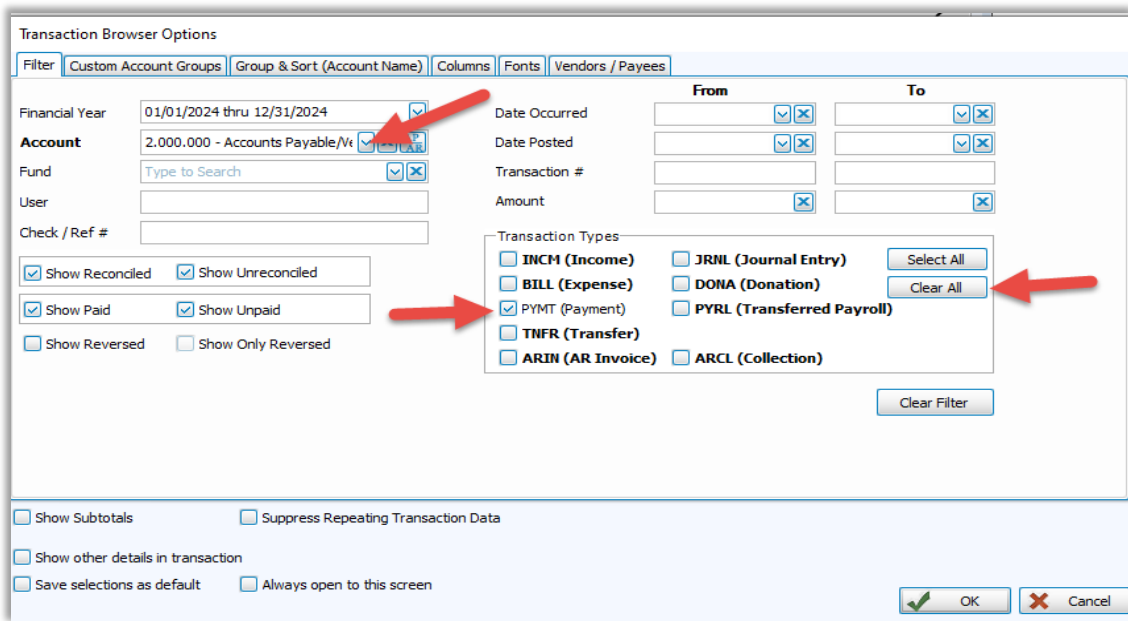


Businesses are typically required to issue a 1099 form to a taxpayer (other than a corporation) who has received at least \$600 or more in non-employment income during the tax year.

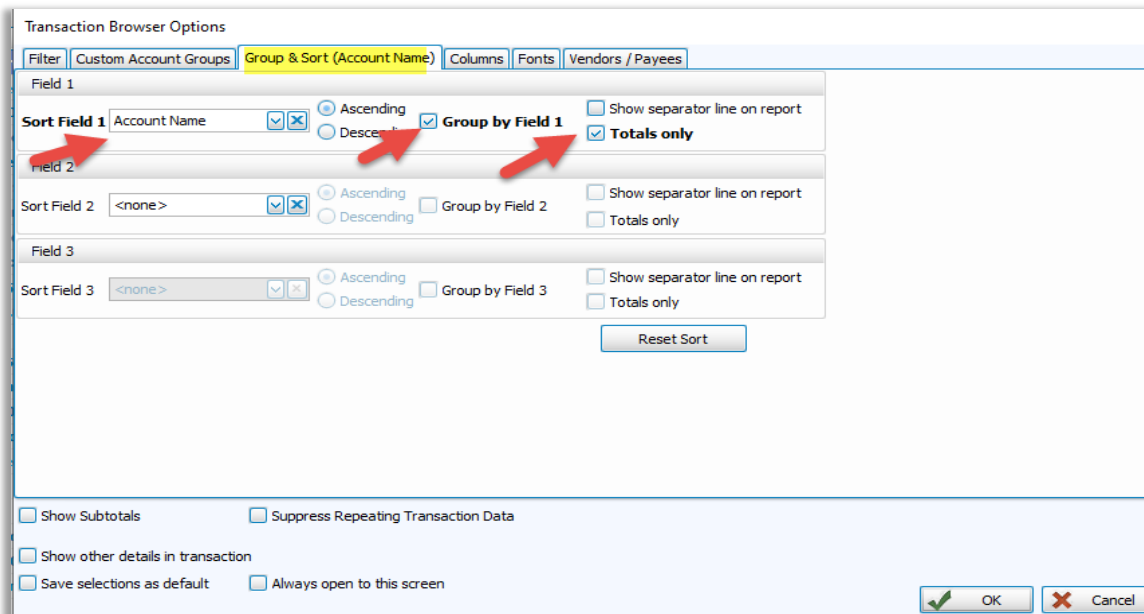
This document walks you through how to run a report of Vendors and the total amount they were paid.

Go to *Transactions>Browse>click on Change year Filter and Sort.*

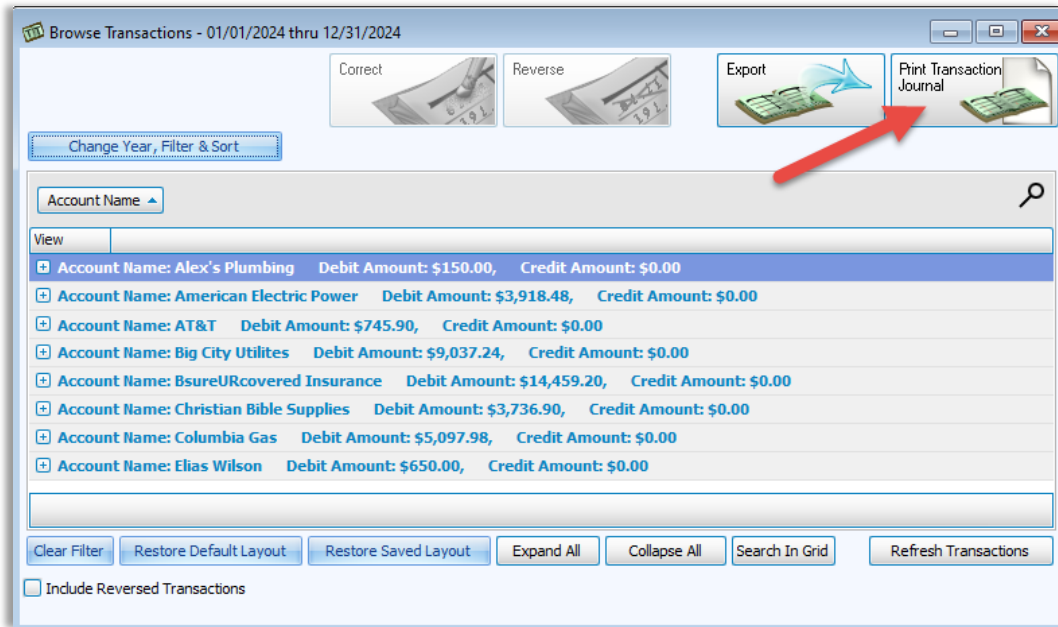
On the Filter tab>at *Account* enter your *Accounts Payable Vendors (#2 account)*, under *Transaction Types*, click *Clear All* and choose only *PYMT (Payment)*.



Click on *Group & Sort* tab>at *Sort Field 1* choose *Account Name*, click on *Group by Field 1* and click on *Totals only*. Click OK.



Click on *Print Transaction Journal*



The report shows the total amounts (Total Debit) paid to Vendors in 2024. This report will assist you in determining if a 1099 is needed.

**41st Church of Anytown - Columbus OH**  
**Transaction Journal Report**

**Thursday, November 21, 2024**

Alex's Plumbing	Total Debit:	150.00	Total Credit:	0.00
American Electric Power	Total Debit:	3,918.48	Total Credit:	0.00
AT&T	Total Debit:	745.90	Total Credit:	0.00
Big City Utilites	Total Debit:	9,037.24	Total Credit:	0.00
BsureURcovered Insurance	Total Debit:	14,459.20	Total Credit:	0.00
Christian Bible Supplies	Total Debit:	3,736.90	Total Credit:	0.00
Columbia Gas	Total Debit:	5,097.98	Total Credit:	0.00
Elias Wilson	Total Debit:	650.00	Total Credit:	0.00

Trans. Count: 36  
 Total Debits: \$37,795.70      Total Credits: \$0.00  
 Account: Accounts Payable Only.    Sorted By: Account Name: Ascending Transaction Type: 'PYMT' Only.