Reprinting 1099s

| Document #:	3281	Product:	CenterPoint® Accounting for Agriculture

This document describes how to reprint completed 1099 forms that you have processed.

The 1099 reprinting process includes multiple steps which are detailed below.

Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

1. Select **Reports > Reports > User-defined/Tax Reports**.

2. Select the appropriate **1099 Form**.
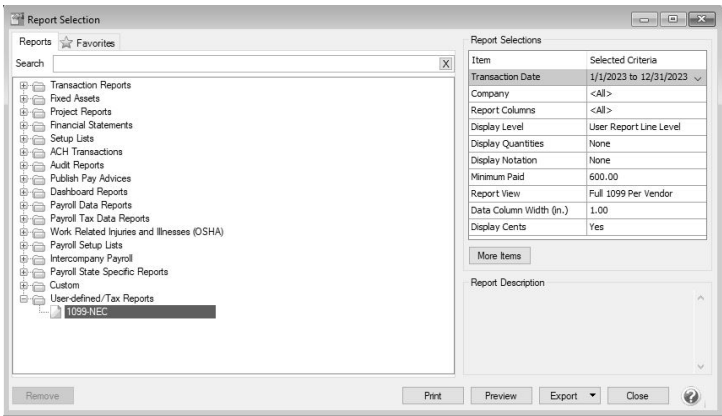
3. Fill in the **Report Selections** with the appropriate **Transaction Date** and **Company**.

4. Click **Print**.

5. Click **Print Tax Forms**.
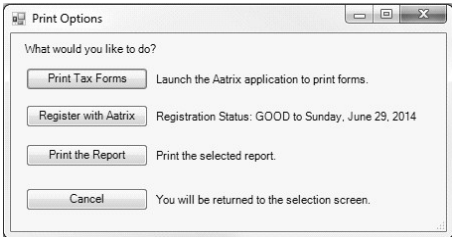
Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.

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> Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.
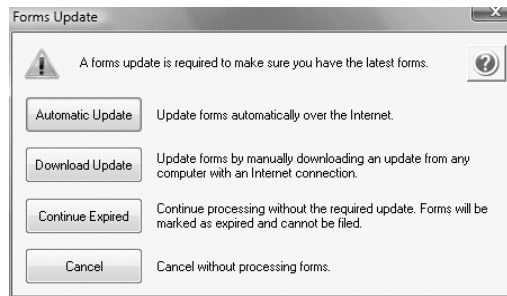

If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 History Options screen will display.

> Note: The 1099 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

1099 History File Options

1. If you've previously processed Federal Forms, the Open Report screen displays.
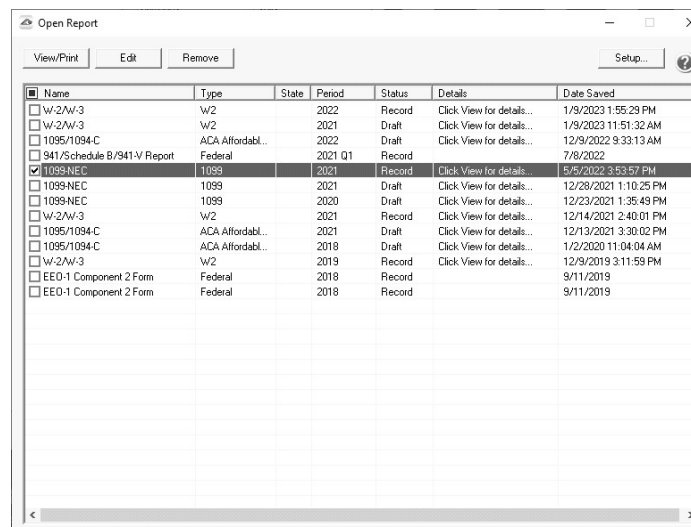
2. Select the form you want to reprint and then click **Edit**.

> Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

3. Choose **Reprint Completed 1099s** on the right and click **Next**.

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4. Click **Next**.
5. A Reprint Options screen will display. If you want to reprint completed 1099s, select **Reprint Completed 1099s** and then select what you wish to reprint **All Recipients**, **Federal Copies** (original or watermarked) or **Payer Copies**, or if you want to reprint only for specific recipients, select **Reprint Selected Recipients**.

6. Click **Next**.
7. An Options screen may display depending on which type of copy you selected above, in this example the Reprint Recipient Options screen displays because Reprint Selected Recipients was selected above. This screen allows you to specify if you want to print for all recipients or a specific recipient.

8. Click **Next**.
9. The first selected 1099 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. You will be reminded when to insert special perforated blank paper prior to printing.
10. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form.Repeat this process for each selected form.
11. The 1099 History Options screen displays again. Click **Close**.

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