

1099 Processing

Category: 1099 Processing | Created: June 10, 2026 | Updated: September 01, 2026

Visual 1099

Screen Location - Main Menu > Accounting > 1099 Processing

1. This screen has 2 tabs, Detail and Summary.

Visual 1099

Vendor

All

Calendar Year

2020

1099 Detail

1099 Summary

	Vendor	Date Paid		Trans#	1099 Amt	
Document	Finger Lakes Transport, LLC	01/15/20	AP Bill# 4051	Check# 17250	\$194.04	
Document	Finger Lakes Transport, LLC	03/18/20	AP Bill# 4057	Check# 17251	\$573.49	
Document	Finger Lakes Transport, LLC	07/07/20	AP Bill# 4088	Check# Bill Pa	\$103.05	
Document	Gary Young Truck Repair Inc.	01/01/20	Beginning Balance		\$2,000.00	
Document	Phils Fuel Service	01/01/20	Beginning Balance		\$500.00	
Document	Phils Fuel Service	03/18/20	AP Bill# FAM-1045	Check# 17251	\$1,250.00	

* Bills Listed Include Bills
With Payments In
Calendar Year Selected

Total

\$4,620.58

Detail Report

Summary Report

Refresh

Done

1. The detail screen lists all the invoices processed for the vendor and their corresponding 1099 amounts

Visual 1099

Clear Beginning Balances

1099 Detail 1099 Summary

	Vendor Name	1099 Line	Beg Balance	Fed With	State With	Num Bills	Total 1099
Vendor	Finger Lakes Transport, LLC	Other income	\$0.00	\$0.00	\$0.00	3	\$870.58
Vendor	Gary Young Truck Repair Inc.	NEC Form	\$2,000.00	\$0.00	\$0.00	1	\$2,000.00
Vendor	Phils Fuel Service	NEC Form	\$500.00	\$0.00	\$0.00	2	\$1,750.00
Totals: 3 Suppliers							\$4,620.58

Refresh Done

1. **Note:** Make sure all the data is correct. You will not have another chance to change it.
2. The summary screen list out the summary of the details and should match what will print on the 1099.
3. From the Detail Screen, Print the summary report

Note: This report is what you will use to verify your printed 1099's.

Printing the 1099's

Generating the Comma Delimited File

Note: You need to make sure you are mapping your Local Disk Drive. Please see this [FAQ](#) for instructions.

Note: You will also need to have a PDF view installed to view and print the 1099's. [Foxit PDF](#) has a free PDF reader or use the free [Adobe PDF](#) reader.

1. Screen Location - **Main Menu > Reports > Ad Hoc Reports**
2. Click New then Finish and enter the following in to the SQL Statement window: EXEC dbo.usp_1099Export @Year = '2020' (or current year)

Ad Hoc Query Wizard

Run / Save Query

SQL Statement

```
EXEC dbo.usp_1099Export @Year = '2020'
```

Type of Output

☒ Query
 ☐ Excel Spreadsheet
 ☐ Text File
 ☐ Report

Save

Run

Start Previous Next Schedule Done

1. Make sure the output is set to Query and Click Run.
2. **Note:** You might receive a list of errors as a result. You need to fix these errors before proceeding.
3. Repeat step 2 until there are no errors returned, only data.

SupplierName	SupplierStreet	SupplierCity	SupplierState	SupplierZip	SupplierPhone	SupplierFax	SupplierStatus	TotalBills	1099Amount	SupplierNumber	1099Line	BegBalance
Finger Lakes Tr	214 Elmira Rd	Ithaca, NY	1485	(444) 444-4444	111-22-3344			3	\$870.58	1078	3	\$0.00
Gary Young Tru	74 Greasey Lan	Umatilla, WA	9	(666) 666-6666	8888888888			1	\$0.00	1024	99	\$2,000.00
Phils Fuel Serv	1526 K Street	Tigard, Oregon		111111111111	1111111111			2	\$1,250.00	1002	99	\$500.00

Record: 1 of 3 | No Filter | Search

1. Once you receive actual data instead of a list of errors,
2. Close the query results.
3. Set the output to Text File and Click Run.
4. **Note:** This will create a Comma Delimited ASCII text file on you local hard disk. **Please note the location and name of the file.**

Upload the Comma Delimited File to the 1099 Print Utility website

From you Local Computer's Desktop

1. Open an Internet Browser, i.e. Google Chrome, Firefox, Edge, etc.
2. Go to the following website: <https://vp.haulware.com>

1099 Print

Use this utility to print your 1099s from your FreightWare or HaulWare system on pre-printed forms only.

For the Year:

Version 2.0

Step 1: Upload your 1099 data

You should have downloaded your 1099 data from the special ad-hoc report provided in your instructions.
(Usually your *c:\Program Files\Artronix\Downloads* folder)

1099Export.csv

File Upload Complete - Proceed to Step 2

1. Click the Browse button to locate the Comma Delimited file created above.
2. **Note:** The file is usually located in: C:\Program Files\Artronix\Downloads.
3. Click the Upload button to load the file contents to the website.

Step 2: Select 1099s to Print

☒	Supplier	Address	City St Zip	Fed Tax ID	1099 Amount
☒	26032 Gary Young Truck Repair Inc.	74 Greasey Lane	Umatilla, WA 95682	8888888888	\$2,000.00
☒	26033 Phils Fuel Service	1526 K Street	Tigard, Oregon 97265	1111111111	\$1,750.00

1. At this point you will have a list of all Vendors and their 1099 amounts. Select which ones to generate 1099's for.
2. In 2020, there are now 2 forms you can print.
3. Your vendors with NEC Form selected for their 1099 Line will appear to be selected for that form.
4. All other 1099 Line selections will appear in the Print 1099-MISC Forms print option.
5. You can sort the list by clicking on the column headers.
6. By default all vendors are selected.

Step 3: Create 1099s

☐ VOID

☐ CORRECTED

Notes:

You must Create 1099s before creating your 1096
Turn off *Fit to Margin* and other scaling when printing from PDF
Test print on blank paper and hold up to your forms to verify alignment

1. Select your options: Void or Corrected.

2. **Note: You can adjust your TOP and LEFT margins as needed to the 1099 to fit.**
3. Click the Create 1099's button to generate and download the PDF file.
4. You should get a Windows Prompt to Open, Save or Cancel the PDF just created.
5. Open to print now, Save to print later, be sure to note the location the file was saved to.
6. Printing is sorted by Vendor Name
7. **It is most important to turn off Fit to Margin and any other Scaling options when printing the 1099.**
8. Test Print on blank paper and hold the print out against your 1099 forms to verify everything lines up before printing them.

Step 4: Create 1096

Fill the information fields.

Contact Name:		Telephone Number:	(360) 896-6699
Email Address:		Fax Number:	

Create 1096

1. Fill in and/or Verify the contact data:
2. Click the Create 1096 button to generate and download the PDF file.
3. **Note:** You should get a Windows Prompt to Open, Save or Cancel the PDF just created.
4. Open to print now, Save to print later, be sure to note the location the file was saved to.
5. **Note:** Number of Forms and the Total Reported boxes on the 1096 are calculated based on the 1099s created in Step 2.

Step 5: Clear 1099 Data

Click to clear all 1099 data from this utility.

Clear Data

1. Press Clear Data to remove all sensitive data from the website.

Please call or [Email](#) us for Information on this topic.